

**MINUTES OF THE SPECIAL BOARD MEETING OF THE
BOARD OF TRUSTEES OF THE
COALINGA-HURON LIBRARY DISTRICT
Tuesday March 20, 2025, 5:30 p.m.
Coalinga Library – Program Room**

TRUSTEES PRESENT: Mr. Crawford, President; Mr. Diaz Clerk; Mr. Davison Trustee

TRUSTEES ABSENT: Mr. Chavez, Vice-President; Mr. Campbell, Trustee

ADMINISTRATION PRESENT: Ms. Mary Leal, Director of Library Services; Ms. Jacqueline Collings, Administrative Assistant

I. OPEN SESSION/CALL TO ORDER

Call to Order: President Mr. Crawford called the meeting to order at 5:30 P.M.

Roll Call: Board members present: Spencer Davison, Jose Diaz, and Tom Crawford

Pledge of Allegiance: Pledge of Allegiance lead by Mr. Crawford.

Approval of Agenda: Mr. Diaz moved to approve the agenda, seconded by Mr. Davison. Motion carried unanimously.

II. CONSENT AGENDA

No consent agenda.

III. PUBLIC COMMENTS

No public comments.

IV. ACTION ITEMS

- A-1 Approval of Technical Services Clerk Job Description

Ms. Leal: I don't know if you want to do these individual or all of them together.

Mr. Davison: The only question I had, is this an entry level position.

Ms. Leal: It is.

Mr. Davison: Are we hard press with the three-month clerical experience.

Ms. Leal: Yes, because they need to know how to use the computer, they need to know how to use those skills. The Technical Service Clerk has to use the computer and write things out.

Mr. Davison: Can we put like basic knowledge of Microsoft or something.

Ms. Leal: That is not necessary because what they do is they get new material and they process them to be put on the shelf. They don't use Microsoft office they need to know basic clerical skills. We did have it at a year at one time, but we moved it down to three months.

Mr. Davison: The only reason I ask the question is because I always think someone has to start somewhere. If every job put out what I want this experience, then no one will ever be able to get hired.

Mr. Crawford: Can it say under consideration?

Mr. Davison: Moving forward we can put preferred.

Ms. Leal: Okay.

Mrs. Collings: I think three months is pretty fair, just because they are on the computer for almost eight hours a day. They do labels that are different sizes and they do have to type most of those labels and make sure they are positioned correctly so everything looks the same on the shelves.

Mr. Davison: My only concern is that this is a lower paying job and if they are coming right out of high school, this job has a good salary plus benefits. If they apply, we might not consider them due to the fact that they just got out of high school. We don't know if they took classes that have showed them some of those skills.

Ms. Leal: We are pretty lenient when it comes to clerical experience because they do need to have some kind of hands-on experience.

Mr. Crawford asked for a motion to approve. Mr. Diaz moved to approve A-1, seconded by Mr. Davison. Motion carried unanimously.

- A-2 Approval of Huron Branch Specialist Job Description

Ms. Leal: This is the top-level person working in Huron that is why she is under Specialist II category, there is two people that work full time at the Huron Library. There is one part-time person that is there that does shelving and fill in when needed. One position works Monday thru Friday and the other works Tuesday thru Saturday, the part-time position covers Monday and Saturday and other days she is needed. The union and I went back and forth with this position due to the job.

Mr. Crawford asked for a motion to approve. Mr. Diaz moved to approve A-2, seconded by Mr. Davison. Motion carried unanimously.

- A-3 Approval of Huron Branch Assistant Job Description

Ms. Leal: This is the second person in charge at the Huron Library, this person will be a Specialist I because she is under the Huron Branch Specialist.

Mr. Crawford asked for a motion to approve. Mr. Diaz moved to approve A-3, seconded by Mr. Davison. Motion carried unanimously.

- A-4 Approval of Director of Library Services Recruitment Brochure/Services

Ms. Leal: The CPS HR said that they would like to talk to the board members and it has not happened. Ms. Derby sent me a list of dates of which we can met, she said she can do it individually or in a group which will not be against the Brown Act, do you agree Mr. Davison.

Mr. Davison: I struggle with that because we are talking about what we want in our next director behind closed doors. I would prefer to meet as a group/meeting and not individually.

Mr. Crawford: I think it would be better to set it up as a meeting.

Mr. Davison: I don't know if she can call in or do a zoom.

Ms. Leal: We can surely arrange it though teams, my question is would you guys be able to do it at eight in the morning? This is one of the times she suggested.

Mr. Davison: There is a 5:00 PM on there, she has on there Tuesday at 5:00 PM.

Ms. Leal: We will do a Special Meeting on Friday, March 28th at 4:00 PM.

Mr. Crawford: Any questions on the brochure?

Mr. Davison: Yes, page two do we still do CD's and DVD's?

Ms. Leal: Yes, we do.

Mr. Davison: On page three we don't have the hot air festival anymore, it also says we have a retail shop with a hub which we don't. I just don't want to sell something that is not accurate. West Hill College is now Coalinga College, it also says you coordinate with security, do we have security?

Ms. Leal: We have a security system and I don't know if the police is our security because that is who we call when we need to. Mrs. Collings and I are security we handle those types of situations.

Mr. Davison: Here is my next question, we might not be able to solve it tonight, but at our next meeting when we can get everyone here. I don't not believe we are going to get anyone out here with that pay. I started looking at some comparable's I talked to the consulting firm and they have not got back to me yet, but I am thinking it can be from \$100,000 to \$120,000. \$75,000 is less than what the Administrative Assistant makes at the School District. We are asking for a master's degree and a year experience I just don't see that ever happening.

Ms. Leal: I agree with you, I think the person we are going to get would be a person that is not working as a director position that wants to get their foot in the door.

Mr. Davison: That is exactly what we are going to get, they will get their foot in the door and leave for a better paying job and that is not what we want. I am hoping that the board will raise the salary range.

Ms. Leal: With that been said health insurance should be what it is offered to the union members.

It should be 10% that they pay and it should be somewhere on this brochure.

Mr. Davison: I think they will have to negotiate their contract. I would not necessarily spell all that out on this brochure. I think that what's going to get people to bite is the salary. This has not been posted yet, correct?

Ms. Leal: No, it has not been posted, the timeline is not correct.

Mr. Davison: When you ask for six related references questions, two supervisors? Does anyone have two supervisors?

Ms. Leal: What exactly does it say?

Mr. Davison: *This position is open until filled. To be considered for this exceptional career opportunity, submit your application that includes résumé, cover letter, and a list of six work-related references (two supervisors, two direct reports and two colleagues who will not be contacted in the early phases of the process) by the first review date of April 4, 2025.* I would just say two supervisors if available, because like here you are the only supervisor what if they don't have two?

Ms. Leal: Technically no because you can put a board member as a supervisor. It can also be a supervisor at a different job. I think if we make it to technical, we will shoot ourselves in the foot.

Mr. Davison: I think if we put too many stipulations, we will not get a lot of candidates for the position. It would be three references one of which needs to be a supervisor.

Mr. Crawford: If you are going with that value of the salary, they should have at least three references.

Ms. Leal: How about three references two professional and one personal.

Mr. Crawford: On page two I would like to see more information about the current building and all the dates when it was remodeled for both libraries.

Mr. Davison: Since we will not have the hot air balloon pictures on here can we get pictures of the inside of both libraries. Also, a picture of downtown Coalinga would be nice.

Mr. Crawford: Also, you were going to check on having people from the public and staff have input/survey.

Ms. Leal: Ms. Derby said we can certainly have a survey like they did for the superintendent position.

Mr. Crawford asked for a motion to approve. Mr. Davison moved to approve A-4 with suggested edits, seconded by Mr. Daiz. Motion carried unanimously.

V. DIRECTOR'S UPDATE

- CalPERS issue with Ms. Leal retirement, board suggested to get lawyer involved if needed.

VI. BOARD MEMBER REPORT

Mr. Diaz: Nothing to report.

Mr. Davison: Do we have a plan after Ms. Leal leaves, because I don't think we will have a new director by then. I think that should be a discussion item at our next meeting so that we know what the plan is moving forward.

Ms. Leal: I had a plan to do that already, but thank you for that.

Mr. Crawford: Nothing to report, but agrees with Mr. Davison.

VII. ADJOURNMENT

Mr. Crawford asked for a motion to adjourn. Mr. Davison moved, seconded by Mr. Diaz. Motion carried unanimously. Meeting was adjourned at 6:15 P.M.

DATE OF THE NEXT REGULAR MEETING: The next regular Board Meeting is Tuesday, April 8, 2025, at 5:30 P.M. at the Coalinga Library.