

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF THE
COALINGA-HURON LIBRARY DISTRICT**

Tuesday July 28, 2026, 5:00 p.m.

Huron Library – Program Room

TRUSTEES PRESENT: Vice President Diaz, Trustee Chavez, Trustee Davison (5:00 PM),
President Crawford (5:30)

TRUSTEES ABSENT: Trustee Campbell

ADMINISTRATION PRESENT: Ms. Jeannette Davies, Director of Library Services; Mr.
Nathan Vosburg, IT Analyst

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: Vice President Diaz, Trustee Chavez, and Trustee
Davison.

Pledge of Allegiance: Pledge of Allegiance led by Vice President Diaz.

CHANGES TO THE AGENDA:

No changes.

APPROVAL OF THE AGENDA:

Trustee Chavez moved to approve the agenda, seconded by Trustee Davison.

Vote: Motion carried unanimously (3-0).

II. PUBLIC COMMENTS

None.

III. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

None.

IV. ADJURN TO CLOSED SESSION

1. Public Employee Discipline/Dismissal/Release/Complaint (Pursuant to Government Code 54957)
2. Anticipated/Potential Litigation (Pursuant to Government Code 54956.9 (d)(2) or (3) Potential Cases: 2

Trustee Chavez moved adjourn to closed session, seconded by Trustee Davison.

Vote: Motion carried unanimously (3-0).

Time 5:03 p.m.

V. RECONVENE TO REGULAR SESSION – REPORT ON ANY ACTION TAKEN IN CLOSED SESSION.

The board reconvened at 5:32 p.m. with nothing to report.

VI. CONSENT AGENDA

- C-1** Approval of July 2026 checks 19117 through 19151 in the amount of \$145,408.87 of which payroll was \$62,152.46.
- C-2** Approval of minutes for board meeting held on June 9, 2026
- C-3** Surplus List
- C-4** Volunteer List

Trustee Chavez moved to approve the consent calendar, seconded by Trustee Davison.

Vote: Motion carried unanimously (4-0)

VII. DISCUSSION/ACTION ITEMS

- A-1** AB 2561 Job Vacancies Public Hearing

Director of Library services Davies presented the required employee vacancy information pursuant to Assembly Bill 2561. Davies reported that the district currently had no vacancies, following the recent filling of the Children's Specialist position.

A public hearing was opened regarding the vacancy report. No public comments were received, and the hearing was closed.

Trustee Davison moved to approve the findings of the public hearing and approve the vacancy list, seconded by Trustee Chavez.

Vote: Motion carried unanimously (4-0)

A-2 Phone System Upgrade Proposals – CA Redding, and AMS.

IT Analyst Vosburg explained that replacement of the district's telephone system had become urgent because the existing Coalinga phone system had failed approximately three times during the prior month. The existing PBX system was installed around 2014-2015 and was believed to be nearing the end of its useful life.

Staff obtained proposals from **C.A. Redding** and **AMS** rather than conducting a lengthy RFP/RFQ process due to the possibility of a complete system failure.

The proposed replacement would provide a cloud-based telephone system serving both Coalinga and Huron. Features discussed included voicemail, auto attendant, hunt groups, holiday and business-hour scheduling, Spanish-language support, Microsoft Teams integration, mobile/soft-phone capability, remote administration, scalability, and the ability to redirect calls to mobile devices if the library's internet connection failed.

Amy Williams from C.A. Redding presented two pricing options. One had a lower upfront cost with a higher monthly service charge, while the second required a higher upfront equipment purchase but had a lower monthly cost.

The Board discussed the long-term cost difference and noted that the higher-upfront-cost option was estimated to save approximately **\$12,000 over ten years** compared with the lower-upfront-cost option.

C.A. Redding representatives explained that the cloud platform itself would remain current through continuing software updates. Desk phones could reasonably last approximately 8-10 years depending upon their use and condition.

The Board also confirmed that licenses could be added as needed and that the system could integrate with Microsoft Teams without being dependent upon Teams for basic telephone operation.

Trustee Davison moved to approve moving forward with C.A. Redding's second option — the higher upfront cost/lower monthly cost proposal, seconded by Trustee Chavez.

Vote: Motion carried unanimously (4-0)

A-3 CHLD Project List

Library Director Davies presented an informational list of possible library projects and improvements. No individual project was authorized by presentation of the list.

Potential projects included:

- Audiovisual equipment and technology for Board meeting streaming/remote participation.
- Furniture replacement or upgrades.
- Floor waxing.
- Possible mini-split HVAC equipment in the Young Adult area.
- Window tinting/window coverings.
- Other building and facility improvements.

Library Director Davies explained that the list was intended as a starting point and that individual projects would return to the Board for consideration.

The Board directed staff to investigate the laws dealing with streaming and remote participation, while also directing staff to set up a workshop to evaluate and prioritize the projects. A possible August 11, 2026, special meeting/workshop was discussed.

Vote: This item was informational, no vote was taken

A-4 Preliminary 2026-2027 Budget

IT Analyst Vosburg presented the preliminary 2026-27 budget but emphasized that complete 2025-26 year-end financial information had not yet been provided by **Henderson**, the District's accountant.

The most current actual figures available were only through approximately **April 2026**, making it difficult to prepare a final budget using complete actual revenues and expenditures.

Staff reported that the preliminary figures appeared to show property tax revenue approximately **\$56,000 below projection** and Measure B revenue approximately **\$101,988 below projection** but cautioned that additional property tax and quarterly Measure B revenue had not yet been posted.

The proposed budget incorporated:

- A full year of the Library Director's salary
- A full year of the Children's Specialist position
- Increased employee benefit costs
- Increased CVT health insurance costs

- The contractual **5% salary increase effective July 1, 2026 for union employees** per the mou.
- Approximately **\$400 per month** for delivery service directly to the Huron branch

No additional amount was included for possible future labor negotiations because those negotiations had not yet occurred.

Staff discussed the district's reliance on **Measure B** to help fund operations. Staff indicated that, when property tax-supported expenditures are considered separately from Measure B, the District has effectively been spending more than its ordinary property-tax revenues for several years.

To reduce pressure on the general operating account, the proposed budget increased the share of qualifying salaries charged to Measure B from approximately **25% to 38%**.

Because Measure B is restricted, those funds may only be spent on qualifying purposes such as certain staffing costs, benefits, programs and capital improvements rather than unrestricted operating costs such as ordinary utility expenses.

The proposed capital budget was reduced significantly from the prior approximately **\$1.1 million allocation** to approximately **\$400,000**, consisting of roughly:

- **\$100,000 for furniture and equipment**
- **\$300,000 for building improvements**

Staff stressed that these amounts were placeholders and did not constitute authorization to spend the full amounts. Individual projects would still be returned to the Board.

Board members questioned why Henderson had not provided current year-end numbers and expressed concern that the delay was unacceptable. IT Analyst Vosburg reported that the accountant had been on vacation and had indicated that year-end reporting delays were normal.

Trustee Chavez expressed interest in placing the accounting/reporting issue on a future agenda.

There was also significant discussion regarding how Measure B funds should be used. Trustee Davison suggested using Measure B funds for as many legally eligible expenses as possible instead of accumulating Measure B reserves, while preserving unrestricted property tax funds for future needs and capital reserves.

Staff also suggested reviewing prior budgets to determine whether all Board-authorized transfers from Measure B for salaries and other eligible expenses were completed. If transfers were authorized but never made, the district may need to investigate whether appropriate adjustments or reimbursements can still be made.

The Board requested that Henderson participate in a future budget workshop so the Board could examine these issues in greater detail.

Trustee Davison moved to approve the preliminary budget as a working budget/placeholder with the understanding that a revised budget would be returned to the board after complete actual figures were received, seconded by Trustee Chavez.

Vote: Motion carried unanimously (4-0)

A-5 Approval to obtain quotes to move network cabinet to basement.

IT Analyst Vosburg requested authorization to obtain quotes for relocating the district's network/server equipment from its current room to the basement.

The existing equipment creates significant heat and noise in the current workspace, and staff believe the relocation could improve the working environment and potentially reduce cooling costs.

The project would likely require both relocation of the network equipment and installation of adequate cooling in the basement.

Staff indicated that the potential cost could be substantial, with a very preliminary range discussed of approximately **\$30,000 to \$100,000**, depending upon the work required.

Trustee Davison moved to approved moving forward to obtain quotes to move the networking cabinet to the basement, seconded by Trustee Chavez.

Vote: Motion carried unanimously (4-0).

A-6 Removal of large tree in front of the Coalinga Library/Safety

Director of Library Services Davies informed the board of a large tree in front of the Coalinga Library that appears to be leaning and separating from the surrounding ground. The district's landscaper expressed concern that the tree could eventually fall and recommended removal.

Because the tree is prominent and well established, the Board discussed the likelihood of public concern if it were removed.

It was recommended that the district obtain an evaluation from a certified arborist before removing the tree. This would provide professional documentation that removal is necessary for public safety and help address potential community concerns.

Director Davies agreed to obtain an arborist assessment/quote.

Trustee Chavez moved to contact an arborist to address the trees at the Coalinga Library seconded by Trustee Chavez.

Vote: Motion carried unanimously (4-0).

VIII. DIRECTOR'S UPDATE

Director of Library Services Davies reported that the library would participate in National Night Out, scheduled for:

- August 4 in Coalinga
- August 6 in Huron

The Children's Specialist would lead the library's participation.

The Children's Specialist was also preparing for back-to-school outreach and planned to participate in school orientations in both Coalinga and Huron. The library planned to establish stations where students and families could sign up for library cards.

Director Davies also noted that the new Children's Specialist had begun the position strongly and was already taking leadership on several outreach efforts.

IX. BOARD MEMBER REPORT

President Crawford requested information regarding the process or materials for the Library Director's formal performance evaluation. Director Davies indicated that the information should be provided.

Nothing else to report.

X. ADJOURNMENT

Trustee Chavez moved to adjourn the meeting, seconded by Trustee Davison.

Motion carried unanimously (4-0).

Meeting was adjourned at 6:17 p.m.

DATE OF THE NEXT REGULAR MEETING: The next regular Board Meeting is Tuesday, August 25, 2026, at 5:30 P.M. at the Coalinga Library.