MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF TRUSTEES OF THE
COALINGA-HURON LIBRARY DISTRICT
Tuesday October 13, 2026, 5:00 p.m.
Coalinga Library – Program Room

TRUSTEES PRESENT: President Crawford, Vice President Diaz, Trustee Chavez, and Trustee Davison

TRUSTEES ABSENT:
Trustee Campbell

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

OPEN SESSION/CALL TO ORDER

Call to Order: President Mr. Crawford called the meeting to order at 5:00 P.M.

Roll Call: Board members present: President Crawford, Vice President Diaz, Trustee Chavez, and Trustee Davison.

Pledge of Allegiance: Pledge of Allegiance led by President Crawford.

APPROVAL OF THE AGENDA:

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

Vote: Motion carried unanimously (4-0).

PUBLIC COMMENTS

None.

PUBLIC COMMENT ON CLOSED SESSION ITEMS – General Public Comment on any closed session item will be heard at this time. Comments are limited to no more than three minutes per person and a total of ten (10) minutes.

Adjourned to closed session at 5:04 p.m.
ADJOURN TO CLOSED SESSION

1. Public Employee Performance Evaluation (Pursuant to Government Code 54957) Title: Director of Library Services
2. Anticipated/Potential Litigation (Pursuant to Government Code 54956.9 (d)(2) or (3) Potential Cases: 1

Trustee Davison moved to adjourn to closed session seconded by Vice President Diaz
Vote (4-0)

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

Reconvened at 5:55 p.m.

The Board reconvened in open session and reported that it had met with the Director of Library Services to review the Director's annual performance evaluation.
The Director received an overall performance rating of Satisfactory

CONSENT AGENDA

These matters are routine in nature and are usually approved by a single vote. Prior to action by the board, the public will be given the opportunity to comment on any Consent or Action Item.

C-1 Approval of September 2026 checks 19214 through 19244 in the amount $135,013.02 of which payroll was $65,392.14.

C-2 Approval of Huron Library Weeding List

C-3 Approval of J. Webb Consulting Invoice.

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

Motion carried unanimously (4-0).

DISCUSSION/ACTION ITEMS

A-1 Staff Recommendation re: Replanting of New Tree at Coalinga Library

Director Davies recommended planting a 24-inch-box Chinese Pistachio tree to replace a tree previously removed from the Coalinga Library grounds.

The replacement was selected to complement the existing tree and maintain the landscaping.

Discussion clarified that the proposed planting involved one replacement tree.

Director Davies also reported that two additional trees at the Huron Library require removal. That work is separate from the Coalinga replacement project, and approximately $10,000 had been identified for the Coalinga Huron tree removal work.

Trustee Chavez moved to approve replanting of new tree at Coalinga Library seconded by Trustee Davison.

Motion carried unanimously (4-0)

A-2 Draper Smith Insurance/CHLD Facilities/Auto Insurance Coverage

Staff presented information regarding the District's existing property and automobile insurance coverage.

The District's insurance representative identified a potentially excessive insured replacement value for the library building.

- Current insured valuation: approximately $600 per square foot.
- Insurance representative's suggested valuation: approximately $400 per square foot.
- Reducing the insured valuation could lower the District's insurance premiums.

The Board expressed concern about reducing coverage without first determining whether the building's actual replacement value justified the existing insurance amount.

Staff confirmed that Draper Smith is the successor name of the insurance company or agency previously used by the District.

The Board discussed obtaining an appraisal and arranging a meeting with the insurance representative.

Board Direction:

- Arrange for the insurance representative to participate in a future Board meeting, potentially via Zoom.
- Obtain additional information concerning the appropriate replacement valuation.
- Consider a building appraisal before making a final decision.
- Maintain existing insurance coverage in the meantime.

Staff explained that an installment payment agreement had been established to prevent a lapse in coverage.

The automobile insurance coverage remains unchanged.

IT Analyst Vosburg was acknowledged for taking the lead on the insurance review.

Outcome: No changes to insurance coverage were approved. Staff will return with additional information. The board direction was to obtain property appraisals for both locations.

Vote: Direction listed above.

A-3 Ratification of CHLD Adult Specialist Alex Gregory Attendance of Conference

The Board considered ratification of Adult Specialist Alex Gregory's attendance at the Museums and Libraries: Emerging for America 250 conference.

Conference details:

- Location: St. Louis, Missouri
- Conference dates: October 14–16, 2026
- Travel dates: October 13 and 17, 2026
- Sponsoring organization: Institute of Museum and Library Services (IMLS)
- Estimated value of covered expenses: $2,500

The conference focuses on programming, professional development, and collaboration in connection with America's 250th anniversary.

IMLS covered the registration, airfare, lodging, and certain meals.

The item had been discussed previously but was returned for formal ratification because it had not been included on the earlier agenda.

The Board requested that Alex Gregory provide a report on his conference experience at a subsequent meeting.

Board Action: A motion was made, seconded, and approved to ratify conference attendance.

Trustee Chavez moved to approve Adult Specialist Alex Gregory to attend the Conference seconded by Trustee Davison.

Motion carried unanimously (4-0)

A-4 Approval for Two Employees to Attend California Library Association Conference

Staff requested authorization for two District employees to attend the California Library Association annual conference in Riverside, California.

The proposed expenses included conference registration, transportation, lodging, and meals.

During discussion, Board members discussed clarity of the proposed travel budget, particularly the use of alternative estimates rather than a single proposed cost.

The Board requested that future conference proposals clearly identify:

- Registration costs.
- Mileage and transportation arrangements.
- Hotel costs and number of rooms.
- Meals and applicable per diem allowances.
- Total anticipated cost for the proposed travel.

Board members also discussed whether employees would carpool or travel separately and whether the proposed lodging rates would be available.

The District confirmed that it is a California Library Association member and qualifies for member registration rates.

Board Action: The Board approved attendance for two employees at a cost not to exceed $2,100.

Future Direction: Staff should use a standardized conference request form and provide a complete, itemized cost breakdown for future conference approvals.

Trustee Chavez moved to approve for two employees to attend California Library Association Conference, seconded by Trustee Davison.

Motion carried unanimously (4-0)

DIRECTOR'S UPDATE

Director Davies provided updates on District operations and upcoming policy reviews. concerning tree replacement and insurance

Director Davies referenced the previously discussed tree replacement and insurance matters.

Policy and Procedure Review

Staff will begin reviewing and updating District policies and procedures, with the goal of bringing approximately one policy to the Board at each meeting when feasible.

One of the first proposed updates will involve the existing behavioral policy, which staff intends to revise into a clearly defined Patron Code of Conduct.

The updated language would clarify patron expectations and responsibilities, including parental responsibility for children's conduct, rather than relying on overly broad behavioral terminology.

Board Direction:

- Policy revisions should follow the district's first- and second-reading process.
- Policies affecting employee working conditions or responsibilities should be communicated to the union before presentation to the Board.
- Staff should continue bringing revised policies forward for Board review.

Director Davies confirmed that future conference requests will include more detailed and accurate expense breakdowns, consistent with the Board's direction.

BOARD MEMBER REPORT

None

ADJOURNMENT

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

Motion carried unanimously (4-0).

Meeting was adjourned at 6:15 p.m.

DATE OF THE NEXT REGULAR MEETING: The next regular Board Meeting is Tuesday, November 10, 2026, at 5:30 P.M. at the Huron Library.