

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF THE
COALINGA-HURON LIBRARY DISTRICT
Tuesday April 9, 2024, 5:30 p.m.
Coalinga Library – Program Room**

TRUSTEES PRESENT: Mr. Crawford, President; Mr. Chavez, Vice-President; Mr. Campbell Clerk; Mrs. Culbertson, Trustee

TRUSTEES ABSENT: Mr. Diaz, Trustee

ADMINISTRATION PRESENT: Ms. Mary Leal, Director of Library Services

ADMINISTRATION ABSENT: 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: Lisa Culbertson, Francisco Chavez, Tom Crawford, and Roger Campbell

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

Approval of Agenda: Mr. Chavez moved to approve the agenda, seconded by Mrs. Culbertson. Motion carried unanimously.

II. CONSENT AGENDA

- C-1 Approval of February/March 2024 checks 18153 thru 18226 in the amount of \$218,880.00 of which payroll was \$103,828.04.
- C-2 Approval of minutes for Board Meeting held on February 13, 2024.

Mr. Crawford asked for a motion to approve. Mr. Chavez moved to approve the consent agenda, seconded by Mr. Campbell. Motion carried unanimously.

III. PUBLIC COMMENTS

Mr. Vosburg: Dear Library Board Members,

I hope this message finds you well. I am writing on behalf of the library staff to express our concerns regarding the pending approval of the construction project and the absence of a cost-of-living increase for the library staff.

Firstly, we understand the importance of infrastructure development and the need for continuous improvement in our facilities to better serve our community. However, we believe that taking care of our staff should be a priority before moving forward with any new projects.

The lack of a cost-of-living increase has put financial strain on many of our staff members. As you are aware, the rising cost of living affects all of us, and without an adjustment to our salaries, it becomes increasingly challenging to make ends meet. It is essential to recognize and address this issue to ensure the well-being and moral of our dedicated team. Since 2020 the inflation rate to date is around 21%. 1.4 in 2020, 7 in 2021, 6.5 in 2022, 3.4 in 2023 and so far in 2024 3.2%.

We kindly request that the board reconsider the timing of the construction project approval. We believe that it would be more equitable and responsible to prioritize our staff's needs by addressing the cost-of-living increase before committing to additional expenditures for the construction project. To my understanding most of the money used for the construction project is coming from Measure B. In 2012 Measure B was passed with a vote by the citizens to renew Measure B with a new focus and spending expenditure plan.

Item #1 Preserving existing libraries and continuing current open hours.

Item #2 Keep qualified librarians, maintaining services for children, seniors, and the blind, and encouraging literacy programs.

Almost the last item #9 was for construction and/or remodeling of libraries.

We feel that delaying the approval of the construction project will allow us to focus on resolving the compensation issues and ensure that our staff members feel valued and adequately supported. This approach aligns with our core values of fairness, respect, and prioritizing the welfare of our employees.

We appreciate your understanding and consideration of our concerns. We are confident that by working together collaboratively, we can find a solution that benefits both the library staff and the community we serve.

Thank you for taking the time to read our message. We look forward to discussing this matter further and working towards a positive resolution.

Mr. Vosburg also pointed out how much Ms. Leal gets paid less than most directors at the school district. That sets the tone on how all of us here at the district get paid.

IV. ACTION ITEMS

- A-1 Approval of Construction at Coalinga Library presented by Robert Thornton of TETER Construction.

Ms. Leal: Introduced one of our locals Steven Polanco representing TETER Construction. Robert Thornton is not here. I have placed a handout in front of every board member, and I give the floor to Mr. Polanco.

Mr. Polanco: Introduced himself to the board and is honored to come back to his hometown to bring something new.

Facility Improvements

1. Existing Library
2. New Program Space (1800 SF)
Located that space along Durian St.
It does take some of the lawn space up, but we felt that there is still enough space.

Mr. Chavez: How are you going to make it part of the existing building?

Mr. Polanco: It is hard to make it flush into the existing facility. If you notice a lot of the imperfections they will never truly line up, but if you notice the old material comparison to the old material the paint will be different, but we will make it match as much as possible.

Mr. Chavez: I notice with other construction buildings people are able to hide between the buildings. That is my concern.

Mr. Polanco: It is minimal we are talking about two or three feet. We did have a different plan with the alcove and that was obviously a concern for Ms. Leal and ourselves because of security. You either have to fence those in and they do become problem areas.

Ms. Leal: We will lose a few trees, but the trees along the street will still be there. I know the school has had success with replanting those trees and other libraries who have lost trees have made benches out of them.

3. New Community Entrance

That area will be used the same as the other entrance.
Used for meetings and programs.
Separate entrance but will be tied into the existing building.

4. Verify Accessible Parking

Since the parking has been done a while ago, we will go through with minor improvements to comply with new codes.

5. New Accessible Ramp

On the existing building there is one, but we still have to provide one to the additional building.

6. New Landscape Area

Some trees will be removed.
We will provide new landscape around the building to tie it in with the existing area.

7. Existing Landscape Area

That will be remaining the same along Fourth Street.

Mr. Polanco: When we sat down with Ms. Leal we did talk about the facility's needs.

- Additional meeting space for library and community
- Separate program space
- Remodeled staff lounge and restroom
- Staff office and workroom

Facility Improvement:

- 1. New Staff Lounge (290 SF)**
Existing program room will be carved off.
- 2. Youth/Computer Program Space (675 SF)**
Existing program room as well.
- 3. Remodel Staff Restroom**
Current staff lounge which will become a work room.
Does not comply with current ADA.
It will become larger to comply with current ADA.
- 4. Remodel Staff Workspace**
Current staff lounge will become a workspace.
- 5. Three Additional Staff Offices**
These will be enclosed spaces full walls all the way up with doors.
Area by front desk (DVD's, Hilda, and Jackie's desk)
- 6. Quiet/Study Room (140 SF)**
Next to YA Room and Adult Specialist desk.
- 7. Restroom/Storage/Activity Area**
Next to new Program Room
Storage room for tables and chairs.
Cabinets with sink countertop to be able to work on.
- 8. Community Room (1,300 SF)**

Ms. Leal: Explains to board from where the new staff lounge and computer room will be. She also went on and explained where the new offices and other upgrades around the library.

Mr. Chavez: Will those new rooms have cameras?

Ms. Leal: Yes, we will completely add new cameras inside and outside.

Mrs. Culbertson: I thought originally you didn't want the Program Room changed.

Mr. Chavez: I did, but my main concern is checking if there is any asbestos because that is the problem we ran into during the last construction.

Ms. Leal: We will look into it. I know we did some asbestos removal in some areas, but I'm not sure about this room.

Mr. Chavez: I know that if it does have asbestos that will bring the cost up.

Ms. Leal: If we don't have to remove asbestos, we are okay to go on with the project in the Program Room?

Mr. Chavez: Yes.

Mr. Crawford: The two offices you are adding by the front desk, will they add ventilation there also for the YA Room?

Ms. Leal: Yes, we will add ventilation for the new rooms plus the YA Room.

Facility Improvements:

1. New Program Entrance
2. New Windows into Program Room
3. New Windows into Adult Reading

We will provide a larger back door entrance that goes out to the back parking lot.

Ms. Leal: We will be losing our windows in the adult area, so we will be putting doors like our front doors to provide sunlight.

Mr. Crawford: Do you have to have so much natural light going into a building?

Mr. Polanco: For new buildings, yes. All new CALGreen codes will require that. For modularization green models there are less requirements.

Ms. Leal: We are going to lose two stacks in the new wing area. In the children's area we will lose three stacks. In the children's area there will be a store front entrance so that way patrons can walk into the new program area through there. There will be two entrances from the existing facility. The new program room will be just like the one at the Huron Library. Meaning, you can use the program room while the library is closed, due to it having its own entrance.

Mr. Polanco: If you look at it from the south that is our main entrance to our new program space. We have to punch out windows which mimics the old existing building. We mimicked the old textures from the old building that way it all looks the same. Next page shows more or less how the building will look. He explained the door entrance and the layout.

Project Construction Budget

1. Project Budget \$3,500,000
2. Construction Estimate \$2,560,000

Project Schedule

1. Program & Schematic Design – Completed

2. Design Development – Two Months
3. Construction Documents – Three Months
4. City Plan Approval – Three Months
5. Bidding – Two Months
6. Construction Phase – 12 Months

Mr. Chavez: If we run into problems, are you going to redo the design?

Mr. Polanco: Yes, that is part of this initial report that we will get. The hazardous material, asbestos, lead. We will do a geo technical report to make sure we understand the soils. Just get all that information from the site and facility. That way we have a better understanding what those problems might be.

Mr. Campbell: What is the timeline for us to approve this. If we don't approve this today how many days do we have to get back to you.

Mr. Polanco: We are good for a month or two, but when you postpone a project, you are looking at two to three percent escalation in price. For us a couple of months is not a big deal.

Mr. Campbell: There are certain things that I like to get done as soon as possible. You heard from the union tonight and if they want to negotiate what they bring to the table can dictate what we can and cannot do.

Mrs. Culbertson: I think along with this I would have loved to see some budget information. How much do we have in the bond and how much we have for salaries.

Mr. Campbell: I would feel better about that. If we commit to this and we don't have money for everything else, I think we are going to shoot ourselves in the foot. I would also like to see some of those reports you mentioned, Mr. Polanco.

Mr. Crawford: When we did the construction here in program room did we cap it, or did we just cover it up. I would love to see those reports.

Ms. Leal: We have those reports. It is time to do the budget again. At the next board meeting it will be the first reading for the budget. That should alleviate some of your concerns.

Mrs. Culbertson: You should have some negotiations that time as well.

Ms. Leal: One thing at a time, but for the next couple of months we will be discussing the budget. When we move on to the discussion items, we can discuss that as well. We do need to vote on this action item, do we want to table it?

Mr. Campbell: First, I would like to see budget.

Mrs. Culbertson: At least until we have a little more information.

Mr. Chavez: If you can get all the budget information for the next meeting, we can review everything at our next meeting.

Mr. Polanco: One last thing I forgot to mention, in order to keep things going we still move forward with the design. Within five months if we have not heard from you, we will ask to see where we are at.

Item has been tabled.

V. DISCUSSION ITEMS

- D-1 Union Negotiations April 29th – First meeting with International Union of Operating Engineers, Stationary Engineers Local 39

Ms. Leal: Just letting everyone know that it is that time of the year. The MOU ends in June. I have been in contact with the union negotiator. Our first meeting will be on Monday, April 29th and Mr. Rosenlieb will be there as well. I am assuming Mr. Vosburg will be there as well.

- D-2 Paid Holiday Schedule for CHLD Staff

Ms. Leal: There were some questions that you had about the holiday schedule I reached out to the company I hired that specializes in human resources. I gave you a printout of the holiday information that was given to me from Barbara Montelongo. It shows what holidays my staff is entitled to and the ones we do not get. (Mary explains the spread sheet) Ms. Leal also included the MOU language.

The holiday listed and marked for CHLD were already on your list, plus the three indicated (in your original message) that were added. Per the MOU language, I would say yes, they would be paid holidays for the full-time employees in the bargaining unit.

Mr. Campbell: To start with your handbook and your contract do not match. You had the Juneteenth down here in your contract, but that is the only one you had. According to how I read this, in addition to the above paid holiday affective June the 1st 2023 the governor proclaims the following holidays which may be taken in lieu of receiving a personal holiday. Lunar New Year, Genocide Remembrance Day, and Native American Day. The way I am reading it is, if they took it, it would be a personal day.

Ms. Leal: I have been reading up on this a lot. First, these holidays were not in existence when the MOU was made. I have been reading a lot of things about these holidays online and some say they are paid holidays, and some say they are not. That is why I reached out to our HR consultant.

Mr. Campbell: Does not say anything other than the fact that it is recognized by California. Every document that I have read says they are recognized, but they are not declared holidays.

Mr. Chavez: A lot of people don't take them because they are not holidays.

Ms. Leal: I share your concerns because I have read a lot of different things. That is why I reached out to our consultant, but how do you want to proceed.

Mrs. Culbertson: The ones that say Coalinga-Huron Library District aren't necessarily days that you take.

Ms. Leal: We take those days.

Mrs. Culbertson: You get all these holidays.

Ms. Leal: Ms. Montelongo feels all those holidays are appropriate for us to take and are appropriate for us to get paid.

Mr. Campbell: All of the ones that say recognized.

Ms. Leal: We only take the ones that are in the Coalinga-Huron Library District column.

Mrs. Culbertson: Are these on your holiday schedule?

Ms. Leal: They are not, because these holidays were given to us by the governor after the MOU was signed.

Mrs. Culbertson: So, these holidays are not board approved.

Mr. Chavez: They are not. If you see the federal don't have it some of the state employees and school district don't have it.

Ms. Leal: I understand, but the MOU reads.

Every day declared by the President of the United States or by the Governor of this state as public fast, mourning, Thanksgiving, or paid holiday, or any day declared by the Governing Board, shall be paid holidays for all full-time employees in the bargaining unit.

Mr. Chavez: It still has to be approved by the board.

Mrs. Culbertson: It has to be approved by the board.

Mr. Campbell: The key here is any day declared holiday by the governing board. We didn't declare any of these holidays.

Ms. Leal: It says or not all, I can do whatever you want it will be a union issue and negotiations will be coming up.

Mr. Campbell: If you take all these holidays off that is 18 and a half days of holidays during the year.

Ms. Leal: I agree.

Mr. Campbell: I know no organization that are getting those holidays. I know the city is not.

Ms. Leal: I will check with the other libraries and see how they are handling them.

Mr. Chavez: Still the board has to approve them.

Ms. Leal: I thought we had approved them, but I will double check and look through our minutes.

Mrs. Culbertson: Any of the ones that you are going to add should be part of your negotiations.

Mr. Campbell: I think we should prepare ourselves and go back and see who exactly was off that day according to Ms. Collings nobody took two days everyone took one day. From there once we declare if it was a legal holiday or just a recognized as a holiday that we had to approve and we didn't approve it, then they will have to go back and take a personal day.

Mr. Crawford: On the 24th you have Genocide Remembrance Day off.

Ms. Leal: Yes, that is in our calendar.

Mr. Campbell: Do you take Ceaser Chavez Day off?

Ms. Leal: Yes, that is on the MOU contract as one of our approved holidays.

Mrs. Culbertson: I was not here at the last meeting for this discussion, but I don't know if I agree with what you said, Mr. Campbell.

Mr. Campbell: What?

Mrs. Culbertson: I feel like they got the holiday they were given that day.

Mr. Campbell: But who authorized the holiday?

Mrs. Culbertson: The board didn't approve it, but I assume the employees were told they had that day off.

Ms. Leal: Correct.

Mrs. Culbertson: I don't think it is fair to go back and penalize them this time. They did what they were told they could do. What was it one day?

Ms. Leal: It was a total of three new holidays.

Mr. Campbell: We have not made that decision yet, I think we should make a list and see who was off, because if we wait two or three months before we get an answer we have to go back and see who was off and who was not.

Mrs. Culbertson: But you did say they would have to go back and take a personal day.

Mr. Campbell: If that is the wishes of the board then yes, and that is the way the law reads as far as I can see.

Ms. Leal: I understand your concerns, but if you look at the MOU language “or”, there are legal meanings to “or, and, and shall” that is something that will have to be hammered out.

Mrs. Culbertson: We also have that same language in our bargaining contract at the school, but everything is still board approved.

Ms. Leal: I thought we did, but I will double check.

- D-3 Mary Leal, Evaluation and Contract Renewal

Ms. Leal: Mr. Crawford wanted to discuss this.

Mr. Crawford: You asked me to add it in.

Ms. Leal: With all due respect I wanted to add it as a closed session, but Mr. Crawford told me to put it in as a discussion item. I was ready to present to the board what I would like my new contract to look like, but the evaluation that usually happens in June. You said to take it out of closed session and put it as a discussion item.

Mr. Crawford: It was something we would be discussing at the next meeting that is why I asked you to put it as a discussion item.

Mrs. Culbertson: Yes, that should be a closed session.

Ms. Leal: Usually, we discuss my contract before my evaluation or would you like to do both at the same time.

Mrs. Culbertson: I think it should be the other way around evaluation first then your contract. Do we have a set meeting schedule for the library.

Mr. Chavez: We only have a meeting once a month.

Ms. Leal: Do we want to do my evaluation in May and my contract in June?

Mrs. Culbertson: Your contract will be done in open session.

Mr. Chavez: You can send it to us so we can have it at our next meeting.

Ms. Leal: I will send you my evaluation papers so you can fill out. Do you want me to send it to you or print it out for you all. Mr. Campbell asked me to get him a copy of the MOU.

Mr. Campbell: Yes, you can just put it in an envelope and text me when its ready.

Mr. Chavez: I will pick up in Huron.

Mr. Crawford: I can pick it up at the library.

Mrs. Culbertson: I will pick it up as well.

VI. DIRECTORS UPDATE

- Construction, budget, and MOU negotiations that I am working on.
- Day of the Child at West Hills College event coming up this Saturday.
- We will not be participating at the Autism Event this year due to staff not being available.

VII. BOARD MEMBER REPORT

Mr. Campbell: Nothing to report.

Mrs. Culbertson: Nothing to report.

Mr. Chavez: Would like to see how many full-time and part-time employees we have. Send it when you send the evaluation papers. Starting to get hot, drink plenty of water.

Mr. Crawford: Nothing to report.

VIII. ADJOURNMENT

Mr. Crawford asked for a motion to adjourn. Mr. Chavez moved, seconded by Mrs. Culbertson. Motion carried unanimously. Meeting was adjourned at 6:23 P.M.

DATE OF THE NEXT REGULAR MEETING: The next regular Board Meeting is Tuesday, May 12, 2024, at 5:30 P.M. at the Huron Branch Library.