

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF THE
COALINGA-HURON LIBRARY DISTRICT
Tuesday January 28, 2025, 5:30 p.m.
Huron Branch Library – Program Room**

TRUSTEES PRESENT: Mr. Crawford, President; Mr. Chavez, Vice-President; Mr. Diaz Clerk (5:33); Mr. Davison Trustee; 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, Roger Campbell, Francisco Chavez, Jose Diaz, and Tom Crawford

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

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

II. CONSENT AGENDA

- C-1 Approval of December 2024 checks 18498 thru 18527 in the amount of \$92,070.00 of which payroll was \$55,763.46.
- C-2 Approval of minutes for Board Meeting held on December 10, 2024
- C-3 Approval of minutes for Special Board Meeting held on January 6, 2025

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

III. PUBLIC COMMENTS

No public comments.

IV. ACTION ITEMS

- A-1 Approval of Contract with CPS Human Resources for Director of Library Services search.

Ms. Leal: With the agreement of the board a couple of years ago I have been in contract with them with a couple of things because Ms. Collings and I are not human resources people. I reached out to them to see if they do head hunting for positions. I would like your direction and approval to hire them to look for my position. I have included the packet, you are more than welcome to look over it, but for now I would like you to direct your attention to page five Methodology and Scope of Work. There are three different proposals, one is for outreach service only, partial service and full service. The prices are pretty steep, I think we should just hire them for the outreach. I believe we can do the rest; it is something I can handle myself. I will not do the interview, but I have sat in on interviews for SJVLS. We have SJVLS to fall back on they can conduct the interview and other things I do not want to be involved in. If you turn to page 14 you will see why I would like to hire them only for the outreach. For all the Full Executive Recruitment – All Positions except for City Manager, Fire Chief, Police Chief the price is \$27,000, for full services, for partial Executive Recruitment its \$20,000, and Outreach Only Services its \$10,000 (includes brochures and direct advertising). I would like to see only the outreach services approved and have SJVLS and members of people I can fall back on to do those things that are going to cost \$27,000.

Mr. Crawford: Does SJVLS have these types of resources?

Ms. Leal: No, they do not. No, we share library resources at a cheaper price. Fresno County has their own HR department, which they do not share, but they will help do interviews and things of that nature.

Mr. Chavez: The only thing that I am worried about is, if we hire somebody and it does not work out, they will not help us if we go with the lower scale. When we hired our last director, we did everything and then she left, then we had to start all over again.

Ms. Leal: I don't know that the nature of service will guarantee that.

Mr. Chavez: It is in the packet, if the person leaves within the year, they will do it again.

Ms. Leal: The decision is the boards on how much they want to spend. All of the contracts that we sign are an at-will employee, but what you are saying if the person does not work out, we can re hire for that position.

Mr. Chavez: If we go with only the outreach, we will still have to pay for the other company to do what they are going to do.

Ms. Leal: I disagree, we would not have to pay SJVLS to do the interviews.

Mr. Chavez: What would you need help with the other company to do?

Ms. Leal: The SJVLS is the consortium that we belong to, what I would need help with them what be what these guys won't cover. All SJVLS would do is sit on the interview panel.

Mr. Chavez: That's it?

Mr. Davison: Is there anything that says what services they provide?

Ms. Leal: SJVLS is San Juaquin Valley Library System is the consortium we belong to basically we share materials. We share books, DVD's, audio books things like that from Merced County all the way down to Kern County. We also share databases with them as well. SJVLS directors

just like myself help each other do interviews when candidates come up for different positions. We have meetings every month we pool not only our resources, but with money as well.

Mr. Davison: Yes, but are they are going to provide these services. Have we reached out to them and asked about putting a panel together?

Ms. Leal: I would be the one to put the panel together. I would reach out to them and tell them I am hiring for this. I would like to put a panel together. I am about 95% sure that they would do that. If you would like to hire for the full amount that would take a lot off my plate.

Mr. Chavez: You said you can handle it and all you need is help with the interviews.

Ms. Leal: Unless you want me to do that. They don't review application materials, conduct screening interviews. Again, I will do that with SJVLS. Submit Client Report I have no Idea what that is and Client Meeting to Select Semifinalist that is also something SJVLS would do. We can also do the Partial Executive Recruitment for \$20,000 if that would be something you would like to do.

Mr. Crawford: If we do the \$10,000 and it doesn't work out, we will have to spend another \$10,000 so we would be up to the \$20,000.

Ms. Leal: Yes, it is your perspective on how you would like to handle it.

Mr. Campbell: What year were you hired?

Ms. Leal: I was hired in 2012 as the Assistant Director then six months later the director left, and I was promoted and went through all the whole hiring process.

Mr. Campbell: At that time did the board do a search for your position?

Ms. Leal: I don't know.

Mr. Chavez: Yes, we did.

Mr. Campbell: My problem with this organization is with the exception with probably two, county, school district, and city its apples and oranges. They are going to put a program together for Berkeley that fits Coalinga and Huron. I don't like that. Personally, I would stay low with the least amount and use the SJVLS to supplement this.

Ms. Leal: If I can be perfectly honest when people in the larger district see the pay, they will not come all the way out here. I don't get paid a whole lot compared to other directors.

Mr. Campbell: When are you plan to retire?

Ms. Leal: I have a letter to give you, I was going to bring this up during the director's update. I am going to retire on April 30th, 2025. One of the reasons I am retiring is my son has many medical issues, and I need to focus on him, and I can't if I am here and not at home taking care of him.

Mr. Chavez: Thank you for services and you have said you were going to retire two years ago.

Ms. Leal: If I need to stick around to help out Ms. Collings or whom ever I can certainly do that, but if I get the call for my sons transplant, I am gone.

Mr. Chavez: So, you are comfortable with the last option of \$10,000.

Mr. Davison: Can I just say something, in my opinion I think because we are a small district it is going to make it harder to find someone to replace you. Because of the pay finding someone who meets those qualifications. If we go with the lower services, they do the outreach we are still on

the hook for finding a person. If we go with the full \$27,000 it's a flat fee, if it takes them nine months to find someone or twelve months it covers that whole time. That is the time that we don't have to worry about who is going to do what.

Mr. Chavez: And the warranty.

Mr. Davison: Yes, and the warranty and no matter how long it takes until we find the right person.

Mr. Crawford asked for a motion to approve. Mr. Davison moved to approve A-1 for the full \$27,000 service, seconded by Mr. Chavez. Motion carried with three yays, and two nays.

- A-2 Approval of Side Letter for Local 39 Union, Meal and Travel Allowance (MOU Article 7D)

Ms. Leal: The union approached me because they wanted to do a side letter with Travel and Meal Allowance. I handed you Policy 4002 that we approved back in April 2021 it states how much you get back for meals and travel. I asked the union why we are doing this side letter; they said if we approved the side letter when state amounts go up it covered. Doing this side letter, it will avoid us from having to approve the policy every other year. Is this correct Mr. Davison?

Mr. Davison: That is correct, as a union representative we adjust meal allowances all the time.

Ms. Leal: Does this side letter ensure that this doesn't have to be done every year?

Mr. Davison: That can be a side letter that says you have to follow state guidelines. You can do a side letter saying milage reimbursement will be at the IRS rate and it changes based on those rates. This is what is set in stone even if we agree to something else, even if the state rates change this is what is set in stone, and they would have to come back and negotiate.

Ms. Leal: This is what they sent me, what they want to do, and it includes so I was going to go with that.

Mr. Davison: In my opinion it seems reasonable.

Ms. Leal: It's pretty cut and dry.

Mr. Chavez: Sounds good.

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

- A-3 Approval of Board Policy 1002 Board of Trustees – Legislative Function: First Reading

Ms. Leal: You have the revision I would like to make in front of you.

Board of Trustees – Legislative Function (1)

The State Constitution, the Statutes of the State Legislature, and The Board of Trustees are the governing board of the Coalinga-Huron Library District. Its legal authority is determined by the State of California Education Code.

*The Board of Trustees shall be the policy making body of the Coalinga-Huron Library District. With the assistance of the **Director of Library Services** and staff, the Board shall establish general policies governing the operation of the district. Adoption of these policies shall be the principal means by which the Board of Trustees shall exercise its leadership. The Board shall have the right to change, add or delete policy within the limits of the law. Except in the case of emergency, as determined by the Board of Trustees, a policy revision or addition shall be presented at one meeting, discussed and acted upon at the second meeting.*

The Study and evaluation of reports concerning the execution of its established policies shall constitute the basic method by which the Board of Trustees shall determine the effectiveness of the operation of the library system.

I left it the same and just cleaned up the language.

Mr. Chavez: It looks good.

Mr. Crawford: Do we leave it as a first reading or do we want to go ahead and approve it.

Mr. Chavez: Do you see other changes that you want to do?

Ms. Leal: I think this one looks just fine with the changes I have made. Technically we have to have two readings when it is a board policy, but it also says that it can be waived if the board chooses to do so.

Mr. Chavez: When it comes to reading, I would like to have a second reading just in case someone wants to re-read it and wants to change something.

Ms. Leal: I don't know the answer to this, if the first reading is approved today, Am I able to put the second reading on the consent agenda or does this have to be a separate action item?

Mr. Chavez: It has to be an action item.

Mr. Campbell: It can be listed as first reading and possible adoption that way if we decide to bypass the second reading, we can vote on it right then.

Ms. Leal: I am trying to get these board policies done before I retire at least the most important ones.

- A-4 Approval of Board Policy 1004, Board of Trustees – Number of members terms of office: First Reading

Ms. Leal: Again, same thing I borrowed some of the language from the School District.

Board of Trustees – Number of members, terms of Office

The membership of the Board of Trustees of the Coalinga-Huron Library District shall conform to requirements of law and to all provisions it may legally set for its membership. The membership shall be in compliance with the following:

A. The Board of Trustees of the Coalinga-Huron Library District shall consist of five (5) members;

*B. To qualify as a member of the Board of Trustees, a person must be a registered voter in, and a legal resident of, the Library District. **And not legally disqualified from holding civil office.***

The term of office of the members shall be four (4) years, beginning the first day of December next succeeding their election.

The trustees in whose control the District shall severally hold office during the term for which they have been elected trustees of the unified school district.

Mr. Crawford: Any questions?

Mr. Chavez: No.

Mr. Davison: One thing that I would maybe say is instead of Unified School District I would say Trustees of the Unified School District.

- A-5 Approval of Board Policy 1001, Board of Trustees: Frist Reading

Ms. Leal: I just cleaned up the language.

The Board of Trustees

The Board of Trustees of the Coalinga-Huron Library District is the governing body of the District. With the assistance of the Librarian Director of Library Services and staff, the Board shall establish policies governing the operations of the District.

A policy is a statement of general principle or rule that the Board agrees should apply to the solution of problems of a similar nature. Having adopted these policies, the Board shall delegate to the Librarian Director of Library Services the authority to administer and carry out all policy.

Any rule or regulation, not statutory in nature may be adopted, amended, or repealed at any legal meeting of the Board by a majority vote of the Board, provided that such proposal is submitted in writing. Policy may be adopted as a result of oral communication should a majority of the Board deem such as necessary for the welfare of the District.

The Policies shall be consistent with the law, the Board’s collective bargaining contracts, and/or with the rule prescribed by the State Board of Education. The formal adoption of policies shall be regarded as official Board policy. These writing policies shall have the force and effect of law. The policies shall be subject to periodic review.

Mr. Crawford: Any questions?

Mr. Chavez: No.

- A-6 Approval of Board Policy 1005, Board of Trustees – Elections: First Reading

Ms. Leal: Again, this is part of the organization chapter this is in conjunction with the school district. C. borrowed from the School District.

Board of Trustees – Elections

A. The Board of Trustees of the Coalinga-Huron Joint Unified School District shall be the Board of the Coalinga-Huron Library District.

School Board elections shall be conducted in accordance with State laws under the authority of School District personnel and the County Superintendent of Schools.

B. Date of Election: An election shall be held to fill the offices of Board members whose term will expire on November 30th next succeeding the election.

A Board member election shall be held on the first Tuesday following the first Monday in November of each succeeding odd-numbered year.

C. In order to help protect the public’s trust in the electoral process as well as the public’s confidence in the Board and district, the Board encourages all candidates to sign and adhere to the principles in the Code of Fair Campaign Practices pursuant to Elections Code 20440.

D. Tie Vote: In the event of a tie vote in the election of members of a governing board, the governing board has to obtain to determine the winner or winners either by lot of by calling a special run-off election. In cases of candidates receiving the same number of votes in an election for members of the Governing Board of the Coalinga-Huron Joint Unified School District and Coalinga-Huron Library District, the winner or winners shall be determined by lot according to the following procedure:

- 1. Ten (10) slips of paper numbered one (1) through ten (10) are folded and placed in a container.*
- 2. The candidates draw one (1) slip of paper from the container.*
- 3. The candidate drawing the highest number shall be declare the winner of the election.*

Mr. Campbell: Take “Joint:” out it is no longer that.

Ms. Leal: Thank you I did not know that.

Mr. Davison: On “B” it says, “An election shall be held to fill the offices of Board members whose term will expire on November 30th next succeeding the election”. They expire in December.

Ms. Leal: December?

Mr. Davison: The dates vary.

Mr. Crawford: Ten days after the election.

Ms. Leal: What would like me to change it too?

Mr. Davison: I can look it up and get back to you.

Ms. Leal: Please. I know that the School District has something in there and I will borrow, but if you can get that for me, I will greatly appreciate it.

V. DIRECTOR’S UPDATE

- Retirement April 30th, 2025.
- Hiring Technical Service Clerk was promoted to YA Specialist, so I am back filling the Technical Service Clerk position. We posted the job bulletin, we did the testing, and now we are at the interview stage. Melba McHaney from the Huron Library is retiring at the end of February. I posted a job bulletin and did an in house hiring and Margarita Torres who is currently the Branch Assistant will be the Branch Specialist, so I have to backfill her position. The job descriptions have not been updated and or approved in a long time. For quite a while now I have been asking the Union to approve those job descriptions and they have not done so. It has put a damper on me from doing the hiring process, but they also told me since it was a current position and not a new position like the YA Specialist, I could continue the hiring process. They told me that the job descriptions had to be sent to their corporate office that is why I was not able to have them today. I am letting you know this because I am not lagging to get this position filled, I am doing my best.
- Programs at both libraries. Huron is having programs every Monday and every Saturday of which they did not have before. At first, they had nobody and now they have two, sometimes they even bring a friend. I always tell my staff if we have one or two people or ten what counts is that they had fun. We had programs at the Coalinga library over the winter break. We had bingo, and we always have a lot of people, but this time we only had two. We had a water leak at the Coalinga Library one day we had to reschedule our Santa Pictures normally when we have Santa pictures, we have about 50 to 60 people we had two or four.
- **Ms. Collings:** We had about 60 people we had about 15 pictures to hand out.

With our new YA Specialist, she will start doing some programs for the Coalinga Library.

Mr. Spencer: Under the Ralph C. Dills Act anything that has a change in working conditions the union has to be notified prior to recommendation. If you were to bring something to the board that could change the employees working conditions, union has to be notified first, but they have ten days to respond to that notification. If they don’t respond in ten days, they waive their right, and we can move forward. If they respond yes, we want to have a meet and confer on this, then

you can schedule a meet and confer. The union doesn't have to approve the new duty statement they can turn to negotiation, but they don't have the ultimate say. If you are trying to put something on there and they say no, that is not how it works that is why it is a negotiation. They do have to respond it ten days. It can be different in their MOU, but I will look and see what it says. Some MOUs give you fifteen days to respond.

Ms. Leal: I don't want to put you in a conflict of interest being a board member and because of your job. If I was to share some of the emails with you would that put you in an uncomfortable position?

Mr. Davison: No.

Mr. Campbell: I don't think that is a good idea.

Ms. Leal: That is why I am asking.

Mr. Davison: I don't work for their union; it would only be a conflict of interest if I worked for that company.

Ms. Leal: I will look over this act and come up with a plan of action. It is holding me up trying to get people hired.

Mr. Davison: The union has been reaching out to me about various things, I do know the union representative, we used to work together at one time. She knows the law too; she knows what she has to do.

Ms. Leal: To clarify the union representative from the library has been reaching out to you.

Mr. Davison: Yes.

Ms. Leal: Okay, Thank you.

Mr. Chavez: I remember Mrs. Culbertson and you were working on the MOU and handbook to make it easier; how did that go.

Ms. Leal: CPS is working on it, and they have given me a draft of the handbook. Once I make my corrections, I will send it to the union to look at and for them to give me the yes or no, then I will send to you to approve.

VI. BOARD MEMBER REPORT

Mr. Campbell: Sorry to receive your letter, but congratulations on your retirement. We need to make sure that the letter is on the next Board Meeting agenda.

Mr. Diaz: Thank you, Ms. Leal, for your service you did such a great job, sometimes we have to decide what is the best thing to do and you made the better decision.

Mr. Chavez: Thank you.

Ms. Leal: Thank you for always supporting me.

Mr. Davison: I know that I have not known you very long, but congratulations on your retirement and I hope that everything goes well with your son.

Mr. Crawford: Thank very much for your time and services.

VII. ADJOURNMENT

Mr. Crawford asked for a motion to adjourn. Mr. Chavez moved, seconded by Mr. Diaz. Motion carried unanimously. Meeting was adjourned at 6:16 P.M.

DATE OF THE NEXT REGULAR MEETING: The next regular Board Meeting is Tuesday, February 11, 2025, at 5:30 P.M. at the Coalinga Library.