

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF THE
COALINGA-HURON LIBRARY DISTRICT
Tuesday October 14, 2025, 5:30 p.m.
Huron Branch Library – Program Room**

TRUSTEES PRESENT: Mr. Crawford, President; Mr. Chavez, Vice-President; Mr. Diaz Clerk; Mr. Campbell, Trustee; Mr. Davison Trustee

ADMINISTRATION PRESENT: 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: Tom Crawford, Francisco Chavez, Jose Diaz, Roger Campbell, and Spencer Davison

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

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

II. CONSENT AGENDA

- C-1 Approval of September 2025 Checks 18828 thru 18862 in the amount of \$152,458.15 of which payroll was \$48,829.78.
- C-2 Approval of minutes for Board Meeting held on September 23, 2025.
- C-3 Approval of Volunteer List.

Mr. Crawford asked for a motion to approve. Mr. Davison 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 Director of Library Services Contract.

Date Change

Board President: This item is the Board’s discussion and Possible approval of a contract of employment with Jeannette Davies. The Proposed contract contains the following material terms.

1. The term of the contract is for three years, from October 16, 2025 to October 15, 2028.
2. The annual base salary is \$100,000. At the conclusion of the employees second and third year, the employee salary may increase 2% upon a job review rate of “above satisfactory” or “exceptional”.
3. The Director shall be annually entitled to \$1,500.00 for her master’s degree.
4. The Director shall receive a one-time signing bonus of \$4,000.
5. The Director shall be entitled to health and welfare benefits, state retirement contributions and social security contributions, on such terms as are currently applicable to other full-time employees of the Library District.

That concludes the summary of the contract. A complete copy may be reviewed on the District website as an attachment to this agenda item. Also, a copy is available from the District office upon request.

Mr. Campbell: Would like to know how the contract was developed, was it developed by the whole board or just two people?

Mr. Crawford: Two people Mr. Chavez and I, and ran through legal after.

Mr. Campbell: Has a couple of issues with the contract; 2% raise(what if we don’t have money), 5D the director coming and going as she pleases(let’s remember the mess we had with our past superintendent), Vacation only got two weeks she deserves more, sick leave is okay, 6D benefits no reason day(no administrative personal gets a no reason day). I just want to remind this board that this board has already been taken to the grand jury once and if we get sent again and they see that we have not done anything to follow their direction I am not sure what they are going to say.

Mr. Crawford asked if anyone has any more questions. Mr. Chavez makes a motion with the changes of the date, seconded by Mr. Davison.

Roll Call

Mr. Campbell: No.

Mr. Chavez: Yes.

Mr. Diaz: Yes.

Mr. Crawford: Yes.

Mr. Davison: Yes.

Motion carried.

- A-2 Extending AA Stipend until the end of the year.

Mrs. Collings: Would like to expend her stipend so she can help the new director until she gets settled in. She also reminded the board that she is not a supervisor so when the new director is working remotely, no one will be supervising the staff. This was something the old board decided a couple of years ago.

Mr. Crawford: Why were you taken off exempt?

Mrs. Collings: It was because a new law came in where my salary would have doubled the minimum wage and the district didn't want to do that.

Mr. Chavez: Who did that?

Mrs. Collings: It was you, Ms. Leal, and the lawyer.

Mr. Campbell: I think you deserve it, but if we are paying someone \$100,000 she better know how to do your job.

Mr. Chavez: We need to revisit your job description.

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

- A-3 Surplus List Sale Price – Nathan Vosburg

Mr. Vosburg: Gave the board a rundown on how we go about switching computers out once they met their end of life. We also need to follow SJVLS guidelines. Longevity is 5 to 6 years. We have sold our computer in the past for \$20 as is. Giving them away only to children that do come in and are established at the library, but let's remember once we do it for one we have to do it for everyone.

Will bring a list at the next board meeting.

V. DIRECTOR'S UPDATE

- Programs at both libraries, Pumpkin Patch (Huron), Trunks for Treat (Huron), Down Syndrome Event (Coalinga), Coalinga Fest (Coalinga)
- Lots of upgrades in both libraries – Nathan Vosburg
- Chevron Grant for 3D printers
- Thanks for allowing me to run the library for the past few months. I hope I met everyone's expectation.

VI. BOARD MEMBER REPORT

Mr. Campbell: Nothing to report.

Mr. Chavez: Nothing to report.

Mr. Diaz: Nothing

Mr. Spencer: Thank you, Jackie

Mr. Crawford: I just want to thank Jackie because she went above and beyond what needed to be done. I think paying her for the rest of the year is well worth it.

Mrs. Collings: Thank you so much Mr. Crawford and Mr. Davison.

VII. ADJOURNMENT

Mr. Crawford asked for a motion to adjourn. Mr. Chavez moved, seconded by Mr. Davison. Motion carried unanimously. Meeting was adjourned at 6:04 P.M.

DATE OF THE NEXT REGULAR MEETING: The next regular Board Meeting is Tuesday, November 18, 2025, at 5:30 P.M. at the Coalinga District Library.