

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES OF THE  
COALINGA-HURON LIBRARY DISTRICT  
Tuesday March 11, 2025, 5:30 p.m.  
Huron Branch Library – Program Room**

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

**TRUSTEES ABSENT:** 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, Francisco Chavez, Jose Diaz, and Tom Crawford

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

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

**II. CONSENT AGENDA**

- C-1 Approval of February 2025 checks 18559 thru 18606 in the amount of \$155,735.39 of which payroll was \$56,111.18.
- C-2 Approval of minutes for Board Meeting held on February 11, 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**

**Ms. Leal:** Would like to table Action Items 2 thru 5 due to documents missing from agenda that weren't posted. I am very sorry I was supposed to send the second email and I didn't. I would like to have a special meeting so we can discuss and approve those action items.

**Mr. Chavez:** Let me get this correct, you posted it, but you didn't send out the documents?

**Ms. Leal:** That is correct.

**Mr. Chavez:** Then you can give us the documents right now and we can look at them.

**Ms. Leal:** That is what we have done in the past, but Mrs. Culbertson and Mr. Vosburg mentioned that was a violation of the Brown Act.

**Mr. Davison:** That is correct the documents have to be posted along with the agenda.

**Mr. Chavez:** That is what I was asking.

**Ms. Leal:** I'm sorry they were not posted. That is why I am asking for a special meeting. We can do it on Thursday, March 20<sup>th</sup> at 5:30pm at the Coalinga Library.

- A-1 Ratification of Advanced Roofing Proposal #2575 for \$950.00, Coalinga Library Roof Cleaning

**Ms. Leal:** We discussed this at the last meeting and I was asked to bring it back so it can be ratified.

**Mr. Chavez:** Why are we ratifying it?

**Mr. Davison:** Because it has already been done.

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

## V. DIRECTOR'S UPDATE

- Union has approved the three job descriptions now we can move forward.
- Director of Library Brochure was gone over by Mr. Crawford and I there are some facts and figures that we didn't feel comfortable approving without running by all of you. We are happy with the text we did some minor changes; we have not seen the final brochure.
- Still working on hiring the Huron Branch Assistant
- Our new Technical Services Clerk started on March 3<sup>rd</sup> her name is Soccoro Guzman she is fitting in well.
- I have been working in Huron a lot because we are down one person here, but I am in contact with Jackie all the time, plus I can get my work done from here too.
- Started our Cover-to-Cover program from In & Out.

## VI. BOARD MEMBER REPORT

**Mr. Diaz:** Nothing to Report.

**Mr. Chavez:** Are we starting to get a lot more people coming in due to the warmer weather?

**Ms. Leal:** It is a hit and miss it depends if we have programs on not. Our new Young Adult Specialist had a program last Saturday and she had 22 people attend. It was an Oreo tasting program.

**Mr. Chavez:** I have been coming to the libraries and I see a lot people come and that is always nice to see. You guys are doing a good job.

**Ms. Leal:** Thank you.

**Mr. Davison:** When we do the recruitment for the next director are they going to do surveys?

**Ms. Leal:** We did not talk about doing surveys, are you asking for the staff?

**Mr. Davison:** We are doing the same thing for the school district and they did surveys for the staff and community. I am wondering if we are going to do the same process.

**Ms. Leal:** I don't think that was part of the packet or the process. My thoughts are since I am leaving, we need a quick turnaround, but if we want to add that, that is something that can be done. As of now the brochure is pretty much made, it is up to you if you want to take a few steps back. I think it is a much smaller population, but it is up to you.

**Mr. Davison:** I will have to go back and read it and see if that was an option. I have not read the brochure because I haven't got it, but I think it might be easier to do a survey in a small community.

**Ms. Leal:** I will ask how long it will take and how much it will cost.

**Mr. Crawford:** Nothing to report.

## **VII. ADJOURNMENT**

Mr. Crawford asked for a motion to adjourn. Mr. Chavez moved, seconded by Mr. Diaz. Motion carried unanimously. Meeting was adjourned at 5:44 P.M.

**DATE OF THE NEXT REGULAR MEETING:** The next regular Board Meeting is Tuesday, April 8, 2025, at 5:30 P.M. at the Coalinga Library.