

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF THE
COALINGA-HURON LIBRARY DISTRICT
Tuesday April 8, 2025, 5:30 p.m.
Coalinga Library – Program Room**

TRUSTEES PRESENT: Mr. Crawford, President; Mr. Chavez, Vice-President; Mr. Diaz Clerk; 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, Francisco Chavez, Jose Diaz, Roger Campbell, 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 March 2025 Checks 18607 thru 18638 in the amount of \$119,356.00 of which payroll was \$59,632.91.
- C-2 Approval of minutes for Board Meeting held on March 11, 2025.
- C-3 Approval of minutes for Special Board Meeting held on March 20, 2025.

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

III. PUBLIC COMMENTS

No public comments.

IV. ACTION ITEMS

- A-1 Board Meeting Date Change May 27th, 2025 – Coalinga Branch Library

Ms. Leal: Mrs. Collings cannot make the May 13th meeting due to her son baseball game in Dos Palos High School. This meeting does coincide with the School District meeting.

Mr. Campbell: Are you talking about the 13th for the 27th?

Ms. Leal: Yes Sr.

Mr. Crawford asked for a motion to approve. Mr. Davison moved to approve the A-1, seconded by Mr. Diaz. Motion carried unanimously.

- A-2 Transition of DSL Mary Leal

Ms. Leal: In the last couple of meeting, it has been brought up that we need to have a plan of transition. This is what I have done so far, I have given Mrs. Collings some crisp notes with payroll information and people who email me with financial reports will be giving those to Mrs. Collings from now on. As far as signing checks and stuff like that I have not. Mrs. Collings pays bills on the 10th and 25th of each month. Mr. Crawford is a signer on the account and he has agreed to come sign checks. There needs to be a new LAIF letter for the new board members that can sign checks. There is no need to do it now because the person who takes my place is going to have to do it again when they become Director of Library Services. Ms. Leal explains how we get our money from Fresno County. The last check we sent out was \$500,000. Mrs. Collings thinks she will be fine, but if we need more there is always Mr. Crawford can always sign one for us. If you have any questions for me, I am glad to answer them for you.

Mr. Davison: Mrs. Collings, do you feel comfortable?

Mrs. Collings: Yes, I do.

Ms. Leal: I let Mrs. Collings know she can call me anytime she needs too.

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

- A-3 Person in Charge – Jacqueline Collings

Ms. Leal: As I have just shared with you Mrs. Colling is the go-to person when I retire and the new Director is hired. I would like to formally have her designation be “Person in Charge”. She will be working out of class; we have spoken and I have given her thoughts on how to move forward. My thoughts are to keep the door open and keep the library running. With that been said I would like to give her \$1,000 a month extra as a stipend for doing my job.

Mr. Davison: Are you okay with that number?

Mrs. Collings: Yes.

Mr. Chavez: If you are okay with \$1,000 it is fine with me.

Mr. Campbell: That thousand dollars equals \$6.25 an hour.

Ms. Leal: You make the final decision, that was just my suggestion.

Mr. Campbell: I think that it has to be more.

Mr. Davison: I agree with you. Director of Library Service is \$37 an hour how much do you make an hour.

Mrs. Collings: I make \$4,545 a month.

Mr. Chavez: We should check on how much we gave the acting superintendent.

Ms. Leal: Normally its like 5% to 7%.

Mr. Campbell: We gave 10% to the acting superintendent. If an employee works out of classification, they get that higher salary right? If it is so many days.

Ms. Leal: I have not had this happen before.

Mr. Campbell: At the School District, when a person works out of their classification for so many days then they get that salary that they are working at.

Ms. Leal: I asked the SJVLS directors the other day and they said they would get 5% to 7% for working out of class.

Mr. Davison: It may be similar because the \$38.82 an hour comes out to \$5,424 a month, so and you are making \$4,545 a month?

Mrs. Collings: Yes.

Mr. Davison: So, a \$1,000 would make it \$5,545, which is very similar. Are you a step six?

Mrs. Collings: Yes, I have maxed out.

Mr. Crawford asked for a motion to approve. Mr. Chavez moved to approve the A-3, seconded by Mr. Davison. Motion carried unanimously.

- A-4 Approval of Publicly Available Pay Schedule

Ms. Leal: At the last couple of meetings I have shared with you CalPERS did not want to recognize the last thirteen years that I have worked with the district due to no PAPS Public Available Pay Schedule with my salary on it. Mrs. Collings did not have a pay schedule as well and the attorney has done those for us. She has sent them to CalPERS and they have approved them, now we just need to send them the agenda and minutes that the board has approved. With this they will accept my thirteen years of service at the Library District.

Mr. Crawford: As long as it is acceptable.

Mr. Davison: You didn't get any raises?

Ms. Leal: I looked at that and I questioned it and that is what she had. She is the attorney and I didn't want to fight with her.

Mr. Davison: I noticed that they numbers stayed the same.

Ms. Leal: Mrs. Collings and I noticed it too. I can ask her about it, but I would have to bring it back as an action item.

Mr. Davison: No, we need to get this done.

Mr. Crawford asked for a motion to approve. Mr. Chavez moved to approve the A-4, seconded by Mr. Davison. Motion carried unanimously.

- A-4 Approval of Story Hour Facilitator

Ms. Leal: Our Children's Librarian has left her last day was, March 31st. Some of the staff members have picked up doing Story Hour. It is a big job you have a craft you have to come up with and you read them a story so you have to find a book to go with your craft. There is music, reading, and a craft, it is our Wednesday highlight. Since we don't have a Children's Specialist, I talked to Mrs. Crawford. She has done Story Hour in the past; she has done it several times. She said she would be willing to do it and that it would be fun. I have been doing it the best I can, when I am not working in Huron. I will finish out the month of April I actually have everything ready to go for tomorrow. I have shown it to Mrs. Crawford just in case something happens. What I am proposing she get a \$400 stipend a month to continue to do Story Hour. She is not working out of class per say, but she is doing an extra duty that needs to be done. That will come out to \$100 a week, she is satisfied with that. I am calling it a stipend and not an out of class because she is doing extra hours and not a whole job. We have up to 30 to 50 people show up to this program and I don't want it to end.

Mr. Chavez: She is only doing Story Hour and nothing else.

Ms. Leal: That is correct.

Mr. Davison: Is she represented by the union?

Ms. Leal: Yes, she is.

Mr. Davison: I think there has to be some negotiation with the union before we approve this.

Ms. Leal: Explain that to me.

Mr. Davison: Because there is a new stipend there needs to be a new MOU on what the job duties are and how the stipend is offered.

Ms. Leal: I will check with that.

Mr. Davison: If someone comes forward and says I was not offered that, that is where it becomes a problem. The union is going to want to know what's the process, who and why certain people were offered this.

Ms. Leal: Thank you, I was not thinking of all of that. What I am trying to do today is to have approval to explore the situation.

Mr. Chavez: Is she working extra hours?

Mrs. Collings: No, she is working her eight hours.

Ms. Leal: Just her regular hours, but she is doing an extra duty.

Mr. Campbell: You may want to run that by legal because it can also be considered double dipping.

Mr. Chavez: That is why I was asking if she was working extra hours.

Mr. Campbell: You can explore it all you want.

Ms. Leal: Okay, and that is fine I am just trying to leave with everything running smoothly.

Mr. Davison: How would we normally hire a Children's Librarian.

Ms. Leal: The Children's Librarian gave me her two-week notice, as soon as I got her letter of resignation, I started on the job description and qualifications. I have been working with the union a lot to get this done, they told me as long as the job description did not change, we were

good, but it has changed so we have been going back and forth with it. I am hoping before I leave I can at least have it posted.

Mr. Chavez: Maybe when we hire the new Director of Library Services then the board would have to approve it.

Mr. Davison: You negotiate the job description with the union then it comes to us.

Ms. Leal: I understand what you are saying, but I am trying to move things along for the continuity of services.

Mr. Davison: My question was, were you going to be able to hire someone before you leave and if not, who is going to do interviews.

Ms. Leal: That is part of my directors report. I was hoping if they approve that, that in at the next board meeting you all can approve that I think I can post the position and move forward with it.

Tabling A-5

V. DIRECTOR'S UPDATE

- Last day will be April 25th, my granddaughter invited me to Hawaii.
- Roof is done and the inspector came and inspected it and he signed off on it. A file was made with all pictures and documentation.
- Book Sale April 23rd through the 25th, we are doing \$3 a container so we can find all these books a good home. Stuff that is left over we used to sell them to Better World Books they used to take anything now they are stricter on what you can send them. We also give our books to local facilities. Mary Curtin will be doing it for us one last time.
- Brochure is out and I have also shared with SJVLS. Mr. Vosburg has been out, but once he is back, we will share it on our website as well.
- I had shared with you that I had asked a couple of directors to sit on the interview panel for the Director of Library Service position and Vicki, who is the Kings County Director is willing to come and sit with whoever to do those interviews. She did share with me a couple of dates that she would not be able to attend and I passed that along to Mrs. Collings.
- Ms. Leal would like to thank everyone for everything they have done for her. We didn't always see eye to eye, but at the end of the day you all always supported me and that means a whole lot to her. I do have one request both libraries have chrome books free of charge with a grant, and I would like to purchase one for myself.

Mr. Campbell: You have to declare a surplus; I don't have a problem with that \$5 and it is all yours.

VI. BOARD MEMBER REPORTS

Mr. Campbell: Thank you, Mary, for your service it was a pleasure working with you and I know we didn't see eye to eye all the time, but you are going to be missed. Enjoy your retirement.

Mr. Diaz: Thank you for your service, we are going to miss you, it was a short time, but I see the great job you did.

Mr. Davison: You will be missed; I do appreciate the short time I was here taking the time to sit down with me and explain how this operates and have a wealth of knowledge and you will be missed.

Mr. Chavez: Enjoy your retirement and I wish you well.

Mr. Crawford: I wish you well and thank you for all the years of dedication to the whole library system, not just Coalinga.

VII. ADJOURNMENT

Mr. Crawford asked for a motion to adjourn. Mr. Chavez moved, seconded by Mr. Diaz. Motion carried unanimously. Meeting was adjourned at 6:00 P.M.

DATE OF THE NEXT REGULAR MEETING: The next regular Board Meeting is Tuesday, May 27, 2025, at 5:30 P.M. at the Coalinga Library.