

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES OF THE  
COALINGA-HURON LIBRARY DISTRICT  
Tuesday February 7, 2023, 5:30 p.m.  
Huron Library – Program Room**

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

**ADMINISTRATION PRESENT:** Ms. Mary Leal, Director of Library Services; Mrs. Jacqueline Collings, Administrative Assistant

**I. OPEN SESSION/CALL TO ORDER**

Call to Order: President Mr. Chavez called the meeting to order at 5:30 P.M.

Roll Call: Board members present: Lisa Culbertson, Francisco Chavez, Roger Campbell, Tom Crawford, and Jose Diaz

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

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

**II. CONSENT AGENDA**

- C-1 Approval of January 2023 checks 17686 thru 17711 in the amount of \$87,962.14 of which payroll was \$46,023.38.
- C-2 Approval of minutes for Board Meeting held on January 24, 2023.

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

**III. PUBLIC COMMENTS**

No public comments.

**IV. ACTION ITEMS**

- A-1 Approval of Board Policy 1001 – The Board of Trustees

**Ms. Leal:** Many of our policies were written in 1986 I have been updating as time allows. This is the first reading if you want to have a second reading, we can certainly do that. If you want to

suspend the second reading because there is not much of a change, we can do that as well. If you feel that your job duties are different, then what it entails in this documents please let me know.

**Mr. Campbell:** With the school district CSDA writes our policies. Are these checked by anybody or are they just standard ones that all libraries follow.

**Ms. Leal:** Again, these were done in 1986 and we are a Special District so the way we do things are a little bit different than the other libraries in the consortium. The ALA does have a Bill of Rights that we should follow. I have not had these approved by anyone, but I can have our lawyers look at them, but I don't know if they are the right people to look at these because they are more human resources/employee lawyers.

**Mr. Chavez:** We have had people look at these documents before and the only changes would be Ms. Leal's title/position.

**Mr. Campbell:** As close as you are to other libraries can you have them look at the documents.

**Ms. Leal:** Yes, most libraries have their policies online I can definitely take a look at them.

**Mr. Campbell:** In 1986 the language was different, and I don't want you to get into a bind, but I think as of right now we can pass them and if there are any amendments to them, we can come back and change them.

**Ms. Leal:** Or we can call this the first reading and then if we want to do a second reading between now and next month that would give me time to do the research.

**Mr. Chavez:** This one is mostly the title.

**Ms. Leal:** This first three are basic, there are some with some legal issues that I was concerned about, and I definitely had those looked at in depth by other people.

**Mr. Campbell:** I don't think we need to have this one for a second reading.

**Mr. Chavez:** No, it is a minor change.

Mr. Chavez asked for a motion to approve. Mr. Campbell moved to approve the A-1 and waive the second reading, seconded by Mr. Crawford. Motion carried unanimously.

- A-2 Approval of Board Policy 1002 – Board of Trustees – Legislative Function

**Ms. Leal:** I believe this one should come back for a second reading so I can check the Legislative Function (Ms. Leal read it to the board) we are under the California Ed Code in the sense that we are connecting with the board, but I would like to do a second reading on this one to see if there is a higher power. We have the state, we have the statutes, but I don't know if there is a higher power above them. I cleaned up the language a little bit, but I would like to have this one looked over about the whole governing change of command.

**Mr. Chavez:** Any questions? This would be the first reading on A-2.

- A-3 Approval of Board Policy 1003 – Board of Trustees – Executive Function

**Ms. Leal:** I felt comfortable when I read this policy.

**Mr. Chavez:** If you all are satisfied do you want to wave the second reading?

**Mr. Campbell:** I will waive the second reading.

Mr. Chavez asked for a motion to approve. Mr. Campbell moved to approve the A-3 and waive the second reading, seconded by Mr. Crawford. Motion carried unanimously.

## V. DIRECTOR'S UPDATE

- Event's coming up.
  - Cozy Up to a Good Book at the Coalinga Library on the 17<sup>th</sup> from 4 to 6 PM
  - Edible Craft at the Huron Library on the 10<sup>th</sup> from 3 to 4 PM
  - Bingo at the Huron Library on the 11<sup>th</sup>.
  - Preschool Story Time at the Huron Library
- ALA Convention – Thank you, “Lib Learn X” was the title of the convention a lot of the training was for School Libraries not for Public Libraries, but that is ok because you can apply some of those things to a public library.

## VI. BOARD MEMBER REPORT

**Mr. Campbell:** Digital Reel training for Board Members. Would it be easier if we have it in Huron that way Mr. Chavez can attend due to his work.

**Mr. Diaz:** Thank you for allowing me to go to Mexico for my mother's first year of death.

**Mrs. Culbertson:** Nothing to report.

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

**Mr. Chavez:** Be safe covid is still out there.

## VII. ADJOURNMENT

Mr. Chavez asked for a motion to adjourn. Mr. Crawford moved, seconded by Mr. Diaz. Motion carried unanimously. Meeting was adjourned at 5:50 P.M.

**DATE OF THE NEXT REGULAR MEETING:** The next regular Board Meeting is Tuesday, March 7, 2023 at 5:30 P.M. at the Coalinga Library Program Room.