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

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 17th from 4 to 6 PM
  - Edible Craft at the Huron Library on the 10th from 3 to 4 PM
  - Bingo at the Huron Library on the 11th.
  - 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.