MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF THE
COALINGA-HURON LIBRARY DISTRICT
Tuesday August 25, 2026, 5:00 p.m.
Coalinga Library – Program Room

TRUSTEES PRESENT: President Crawford, Trustee Chavez, Trustee Davison.

TRUSTEES ABSENT: Trustee Campbell.

ADMINISRATION PRESENT: Ms. Jeannette Davies, Director of Library Services; Mr. Nathan Vosburg, IT Analyst.

I. OPEN SESSION/CALL TO ORDER

Call to Order: President Mr. Crawford called the meeting to order at 5:00 P.M.

Roll Call: Board members present: President Crawford, Trustee Chavez,
and Trustee Davison.

Absent: Trustee Campbell, Vice President Diaz

Pledge of Allegiance: Pledge of Allegiance led by President Crawford.

II. CHANGES TO THE AGENDA:

The Board was informed that a hazardous-tree issue came to the district's attention after the agenda had been posted. Because of the potential danger and need for prompt action, the Board made the required finding to add the matter to the agenda as an urgency item.

A-3 Added Emergency Agenda Item – Immediate Removal of Tree in Coalinga.

Trustee Chavez moved to add the additional item to the agenda, seconded by Trustee Davison.

Vote: Motion carried unanimously (3-0) Vice President Diaz Absent.

APPROVAL OF THE AGENDA:

Trustee Chavez moved to approve the agenda, seconded by Trustee Davison.

Vote: Motion carried unanimously (3-0).

III. PUBLIC COMMENTS

None.

IV. PUBLIC COMMENT ON CLOSED SESSION ITEMS – General Public Comment on any closed session item will be heard at this time. Comments are limited to no more than three minutes per person and a total of ten (10) minutes.

Adjourned to closed session at 5:08 p.m. and Vice President Diaz is now present.

V. ADJOURN TO CLOSED SESSION

1. Public Employee Discipline/Dismissal/Release/Complaint (Pursuant to Government Code 54957).
2. Anticipated/Potential Litigation (Pursuant to Government Code 54956.9 (d)(2) or (3) Potential Cases: 1.

VI. RECONVENE TO REGULAR SESSION – REPORT ON ANY ACTION TAKEN IN CLOSED SESSION

Reconvened at 5:28 p.m. with nothing to report.

VII. PRESENTATION: CHLD 2026 Summer Reading Program Report/Young Adult Specialist Reinna Soto, MLIS

Ms. Soto presented the results of the Summer Reading Program.

Key points included:

- Summer Reading signups increased at both branches.
- Coalinga registrations increased approximately 42%.
- Huron registrations increased approximately 185%.
- Completion rates declined in Coalinga.
- In Huron, completion rates increased among children and adults, while young-adult completion declined.
- Program attendance decreased approximately 50%, with timing, summer schedules, and other circumstances cited as contributing factors.
- Director Jeannette Davies discussed partnerships with community organizations, including the Coalinga Community Garden.

- The program was connected to broader district goals involving literacy, outreach, partnerships, and bringing residents into the libraries

VIII. CONSENT AGENDA

These matters are routine in nature and are usually approved by a single vote. Prior to action by the board, the public will be given the opportunity to comment on any Consent or Action Item.

C-1 Approval of July 2026 checks 19153 through 19183 in the amount of $108,309.21 of which payroll was $60,983.19. (Note: reflects withholdings issue for July payroll.).
C-2 Approval of minutes for board meeting held on July 28, 2026**.**
C-3 Approval for Director to Sign Phone Contract with CA Redding.
C-4 Approval of Discard List.
C-5 Approval of Dr. Juanita Webb Contract & Invoice C-6 Approval of Leadership Coach Sam Chow's Contract Renewal.

Trustee Chavez moved to approve the consent calendar, seconded by Vice President Diaz.

Motion carried unanimously (4-0).

IX DISCUSSION/ACTION ITEMS

A-1 Acceptance of CHLD Audit Report/Mr. Nelson

The district's auditor, Mr. Nelson, presented the audit for the fiscal year ending June 30, 2025.

The auditor reported:

- A clean audit.
- District staff and Henderson CPA supplied the requested information and supporting documentation.
- No significant objections or problems arose during the audit process.
- The district received an unmodified/clean opinion on its financial statements.
- The district continued to have a strong financial position, including cash and restricted Measure B funds.
- Net position increased approximately $155,000 year over year.

- Property-tax revenues generally experience gradual annual growth, absent major changes in development or assessments.
- Although the District had the financial position to absorb a budget deficit, the auditor noted that ongoing deficits should not become a long-term pattern.

The auditor also discussed the timing of the audit and the goal of completing future audits closer to nine months following the end of the fiscal year.

Trustee Chavez moved to approve the 2025 audit report, seconded by Trustee Diaz.

Motion carried unanimously (4-0).

A-2 Acceptance of CHLD Strategic Plan Goals/Director Davies, MLIS

Director Jeannette Davies presented the proposed District Strategic Plan, developed with assistance from leadership coach Sam Chow.

The proposed vision described CHLD as a trusted community hub providing equitable access to knowledge, technology, lifelong learning, and opportunities.

The mission focused on welcoming spaces, responsive services, innovative resources, literacy, education, workforce development, and community connection.

Core values included:

- Service excellence
- Equity and inclusion
- Lifelong learning
- Community partnerships
- Fiscal responsibility
- Accountability and transparency
- Respect

The strategic plan established five major goals:

Goal 1 – Connect and Engage with the Community: Strengthen relationships with residents, schools, businesses, government agencies, and community organizations and expand outreach.

Goal 2 – Advance Literacy, Learning and Digital Opportunity: Expand literacy, lifelong learning, digital inclusion, workforce-readiness, and related services.

Goal 3 – Create Welcoming and Accessible Library Experiences: Improve facilities, collections, technology, service standards, and accessibility at both branches.

Goal 4 – Strengthen Staff and Organizational Capacity: Invest in staff development, leadership readiness, cross-training, succession planning, internal systems, employee engagement, and operational continuity.

Goal 5 – Ensure Sustainability, Accountability and Stewardship: Align financial planning, governance, performance measurement, strategic priorities, community needs, and transparent communication.

Board members specifically emphasized that employees need to be involved in implementation of the Strategic Plan, particularly regarding matters such as:

- Cross training
- Staff development
- Working relationships
- Organizational changes
- Leadership development

The importance of obtaining staff input and involving the union where appropriate was emphasized so employees have ownership and buy-in.

Director Davies stated that staff feedback was being incorporated and that applicable union requirements would be followed.

Strategic Plan Implementation Timeline

The Director outlined a multi-year implementation framework.

Year 1 – Establish Baselines and Systems

Planned activities include:

- Community needs assessment.
- Service-hours analysis.
- Community surveys, including QR-code access.
- Development of a quarterly strategic dashboard for the Board.
- Facilities and technology replacement planning.

- Outreach planning.
- Training plans.
- Policy review.
- Accessibility improvements.
- Development of a Friends of the Library organization.

Year 2 – Expand Priority Services

Plans include expanding literacy, digital literacy, workforce, and bilingual programs based on Year 1 findings, formalizing partnerships, expanding staff cross-training and leadership development, and measuring progress against established baselines.

The Director also discussed the new Thursday 3:00 p.m. Huron story time, intentionally scheduled around school dismissal to reach parents and children already using the library parking lot.

Year 3 – Evaluate and Adjust

The district would conduct a midpoint review, evaluate programs, continue successful activities, redesign or discontinue lower-impact programs, pursue grants tied to demonstrated community needs, and update financial, facility, technology, and staffing projections.

Years 4–5

The district would complete or advance major initiatives as resources permit.

The Board expressed appreciation for the work on the Strategic Plan and approved/accepted it.

Trustee Chavez moved to approve the CHLD Strategic Plans and Goals, seconded by Trustee Davison.

Motion carried unanimously (4-0).

A-3 Emergency Item – Tree Removal at the Coalinga Library

The Board returned to the emergency tree item.

An arborist's evaluation identified at least two trees requiring removal:

- A tree at the Coalinga Library was leaning and presented an immediate hazard, including proximity to the flagpole/street area.

- A tree at the Huron Library, near the school/library area, was also recommended for removal. Disease/aphid damage and a waxy substance accumulating on the sidewalk were discussed.

The estimate for removal of the Coalinga tree was approximately $4,600.

The Board distinguished the immediate removal of the two hazardous trees from other arborist recommendations involving trimming or future tree work.

Board action: The Board authorized removal of both hazardous trees at a total cost not to exceed $10,000.

The remaining arborist recommendations, including tree trimming and other non-emergency work, were directed to return at a future meeting for further discussion.

Trustee Chavez moved to approve the Emergency tree removal, seconded by Trustee Davison.

Motion carried unanimously (4-0).

A-4 Approval of the CHLD 2026-2027 Budget

IT Analyst Vosburg presented the proposed final FY 2026–27 budget, explaining that it remained largely consistent with the preliminary budget but had been updated using prior-year numbers and trends identified through the audit and consultation with Henderson CPA.

A significant issue involved approximately $150,000 budgeted for professional services.

Vosburg also reported that, based on advice from Henderson CPA and previous Board direction, certain salary and benefit expenses were allocated approximately 38% to Measure B.

Examples discussed included approximately:

- $88,401 – Health insurance
- $90,000 – Employee benefits

This allocation substantially improved the General Fund budget position.

The budget showed an approximately $11,587 operational surplus, according to the presentation.

Approximately $20,000 in potential tree-related work was discussed.

Rather than delaying adoption of the budget, staff proposed tracking those costs and incorporating necessary adjustments during the mid-year budget revision.

The Board agreed with that approach.

Staff reported working with Henderson CPA to identify additional ways of maintaining the district's long-term financial health.

One issue identified involved an existing property-tax assessment mechanism that apparently permits an annual CPI adjustment.

Staff indicated that the adjustment had not historically been implemented annually and that the district intended to research the parcels and return to the Board with a future proposal.

The discussion emphasized that:

- District operating costs continue to increase.
- Salaries, benefits, utilities, and other costs will continue rising.
- The district needs to identify additional revenue sources.
- Even relatively small revenue increases can accumulate into meaningful amounts.
- Grants should also continue to be pursued.

Any future adjustment would be returned to the Board for consideration.

Trustee Davison moved to approve the 2026-2027 budget, seconded by Trustee Chavez.

Motion carried unanimously (4-0).

X. DIRECTOR'S UPDATE

Director Davies provided an update regarding the significant July payroll problem involving Henderson CPA.
A software issue resulted in payroll withholding errors for all but two staff members.
The July payroll failed to properly withhold:

- Federal income tax
- State income tax
- California SDI
- Social Security
- Medicare

The district's corresponding employer portions of Social Security and Medicare were also affected.
As a result, employees essentially received pay without the normal tax deductions.
For the August payroll, Henderson CPA planned to collect both the July and August amounts for:

- FICA/Social Security
- Medicare

- SDI

Employees signed forms authorizing the additional deductions associated with July.
The district's corresponding employer contributions would also be processed.
The handling of missed federal and state income tax withholding remained a concern.
Henderson CPA proposed allowing employees to submit revised W-4 withholding instructions so they could make up the missed withholding over the remaining payroll periods.

The Board heard that employees had significant concerns about the payroll situation.
It was specifically reported that employees had lost trust in the payroll process, particularly because of multiple payroll errors and uncertainty about whether corrective deductions would be accurate.
It was also noted that employees felt the district should take responsibility for resolving the payroll problem rather than leaving individual employees to determine how to correct the tax consequences themselves.
There was discussion about ensuring that whatever solution is implemented complies with the district's legal responsibilities.

Several potential reforms were discussed.
One option would be requiring the Director or another designated District employee to review and approve payroll before Henderson CPA processes it.
It was noted that an internal review likely would have caught the July withholding problem before payroll was finalized.
The district currently maintains internal timekeeping checks by comparing employee timesheets with time-clock data before information is sent to Henderson.
The Board and staff also discussed moving toward a modern electronic payroll/timekeeping system where employees could:

- Enter or review their time electronically.
- Submit time for supervisor approval.
- View paystubs online.
- Review leaves balance.
- Access historical payroll information.
- Identify errors more easily.

Possible Outside Payroll Provider
The Director indicated that the district may investigate using a dedicated outside payroll company rather than Henderson CPA for payroll processing.
Under that possibility, Henderson could potentially continue providing audit/accounting-related services while payroll would be handled through a specialized payroll provider.
The district would research available companies, services, and costs before bringing anything back to the Board.

There was also discussion of developing an agreed-upon procedure, potentially through the labor/MOU process, establishing how future payroll errors would be corrected so that employees and management would have a predetermined process rather than developing a solution after an error occurs.

XI. BOARD MEMBER REPORT

None

XII. ADJOURNMENT

Trustee Chavez moved to adjourn the meeting, seconded by Vice President Diaz.

Motion carried unanimously (4-0).

Meeting was adjourned at 6:23 p.m.

DATE OF THE NEXT REGULAR MEETING: The next regular Board Meeting is Tuesday, September 22, 2026, is 5:30 pm at the Huron Library.