

**MINUTES OF THE SPECIAL BOARD MEETING OF THE
BOARD OF TRUSTEES OF THE
COALINGA-HURON LIBRARY DISTRICT
Tuesday, January 13, 2026, 6:00 p.m.
Coalinga Library – Program Room**

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

ADMINISTRATION PRESENT: Ms. Jeannette Davies, Director of Library Services; Mrs. Jacqueline Collings, Administrative Assistant

I. OPEN SESSION/CALL TO ORDER

Call to Order: President Mr. Crawford called the meeting to order at 6:00 P.M.

Roll Call: Board members present: Spencer Davison, Jose Diaz, Francisco Chavez, 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. Diaz.
Motion carried unanimously.

II. PUBLIC COMMENTS

No public comments

III. ACTION ITEMS

- A-1 Approval of signatures from Coalinga-Huron Library District banking purposes.

Mr. Chavez: The reason we are bringing this up today is because this list has not been updated in years. It is important to update the board members and the new Director of Library Services. Once this is completed, the director will have access to the district bank account. I want to make the motion to remove old board members and update the current board and director of library services.

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

- A-2 Approval of Transfer of Measure B funds.

Mr. Chavez: Regarding Mrs. Collings' email, we need to move funds before we can proceed with the roof repairs at the Huron Library. I was talking to Mr. Crawford and maybe we should start by moving \$150,000 to our Fresno County Special District account.

Ms. Davies: I have spoken with Ms. Christianson from Fresno County Public Library, and I also have a Measure B meeting on January 21st. I plan to meet with her during that meeting to further discuss the transfer of Measure B funds.

Mr. Chavez: At the school district, any transfer of funds must be approved by the board.

Mr. Crawford: Can I have Mrs. Collings input.

Ms. Collings: The issue with moving \$150,000 is that we budgeted \$1,415,500 for Measure B funds, which the board approved back in August 2025. My concern is that we have already begun spending funds that should come from Measure B.

Mr. Chavez: We are not supposed to move money from Measure B for payroll.

Mrs. Collings: Explains how Measure B funds have been used since July 2025. For this reason, she is requesting that the district/board move the funds that were already approved in August 2025, when the budget was adopted.

Mr. Chavez: Would like to move only \$150,000 at this time. Once the Director of Library Services has additional information, the district can move the remaining budgeted funds.

Mrs. Collings: The concern is that there is currently only \$700,000 in the Fresno County Special District account. Without formally moving the Measure B funds, the district will run out of available funds, as Measure B money is still being used even though it has not yet been transferred.

Mr. Davison: We can pull out what we have budgeted.

Mrs. Collings: It is also important to note that Measure B funds cannot be stored, although this practice has occurred for several years. Fresno County Libraries were audited and faced findings for doing this, and I want to ensure that our district does not end up in a similar situation.

Mr. Chavez: I just want to make sure the funds are being spent where they are intended to be spent.

Mrs. Collings: This is precisely why we adopt a budget and are audited annually.

Mr. Chavez: I don't know what anyone else thinks. We called for a special meeting because you said we didn't have the money.

Mrs. Collings: Yes, last month the Fresno County Special District account balance was down to \$55,000. We did receive parcel tax payments that brought the balance back up to \$755,000; however, those funds are designated for services and supplies and payroll, not for Measure B expenditures.

Mr. Crawford: Can we just move \$150,000.

Mrs. Collings: This explains the monthly spending of funds.

Mr. Chavez: How have you been managing operations without the Measure B funds being moved?

Mrs. Collings: Explains that there was still money in the Fresno County account, but it is unclear when the former director last moved Measure B funds. Mrs. Collings also clarified that she never assisted Ms. Leal with transferring Measure B funds. Her only role was making deposits and printing Fresno County checks when money needed to be moved to the US Bank account.

Mr. Davison: is concerned that funds not allocated for payroll have been used because Measure B money has not yet been moved.

Mrs. Collings: I want to clarify that I am not authorized to move funds. I have chosen not to do so, but Ms. Leal kept me informed about certain transactions before she retired. I simply want to ensure that I am not doing anything I am not supposed to be doing.

Mr. Campbell: Would like more information about salaries and benefits being paid from Measure B funds and wants to know if this is the maximum amount that can be used for these purposes.

Mrs. Collings: Explains that we can determine how many employees can be paid from Measure B funds. For reference, Fresno County Libraries use Measure B money to pay for most of their part-time employees and even some full-time employees.

Mr. Campbell: We have been using it then.

Mrs. Collings: Although the budget approved the use of Measure B funds for salaries and benefits, the funds have not yet been allocated or disbursed.

Mr. Campbell: The money we budgeted for capital outlay has not been moved either.

Mrs. Collings: That is why I emailed everyone regarding the need to move Measure B funds. We have been using Measure B money since July 1 of last year, but none of the Measure B funds that were approved in the budget have actually been transferred.

Mr. Campbell: The main goal tonight is to get the money moved for the roof.

Mr. Chavez: This is why I would like to move \$150,000 so we can cover payroll too.

Mr. Campbell: His recommendation is to fund the roof repair from reserves, since we don't yet have a clear understanding of how to transfer the Measure B funds to Fresno County's special accounting. I would like more information before we move forward with Measure B funds.

Mr. Davison: Reserves and Measure B are two different pots correct.

Mrs. Collings: Yes.

Mr. Davison: I'm not sure why we are approving budgets for Measure B funds but not actually moving the money that was approved. We need to resolve this quickly because we risk running out of funds. Until Measure B money is transferred, we won't be able to fund any approved expenses.

Mr. Chavez: For now, we will move \$150,000, and we hope to determine how to transfer the remaining Measure B funds by our next board meeting.

Mr. Davison: How do we move that money to other banks.

Mrs. Collings: Currently, to use Measure B funds, we first transfer the money into Fresno County Special Accounting. Then I print a check for Fresno County Special Accounting, mail it to them, and once they sign it, I deposit it back into our US Bank account, which is the account

we use to pay all bills and employee salaries. Also, every year Fresno County Special Accounting asked for a copy of our budget so they know how much money we are budgeting for both Fresno County Special Accounting and Measure B funds.

Mr. Crawford asked for a motion to approve. Mr. Chavez moved to approve A-2 with the moving of \$150,000 from Measure B, seconded by Mr. Davison. Motion passed.

IV. ADJOURNMENT

Mr. Crawford asked for a motion to adjourn. Mr. Chavez moved, seconded by Mr. Diaz. Motion carried unanimously. Meeting was adjourned at 6:22 P.M.

DATE OF THE NEXT REGULAR MEETING: The next regular Board Meeting is Tuesday, January 27, 2026, at 5:30 P.M. at the Huron Branch Library.