

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF THE
COALINGA-HURON LIBRARY DISTRICT
Tuesday, January 27, 2015 5:30 p.m.
Huron Library**

TRUSTEES PRESENT: Mr. Chavez, President; Mr. Whitwill, Vice-President; Mr. Crawford, Clerk; Mr. Albrecht, Trustee; Ms. Zavala, Trustee

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

CALL TO ORDER: The meeting was called to order by President Mr. Chavez at 5:30 p.m.

FLAG SALUTE: Mr. Chavez led the flag salute.

APPROVAL OF THE AGENDA:

Mr. Chavez: May I have a motion to approved the agenda?

Mr. Whitwill: So moved, seconded by Mr. Albrecht. Motion carried unanimously.

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 on any Consent Item or Action Item.

- C-1 Approval of December checks 013710 thru 013799 in the amount of \$193,679.07 of which \$41,829.71 was for payroll and \$49,203.96 was for Coalinga Renovation Project.
- C-2 Approval of minutes for board meeting held on December 9, 2014.
- C-3 Approval of December 2014 Weed List.

Mr. Crawford: There a lot of books on the weed list.

Ms. Leal: Yes, because we got a lot of books ready for the book sale.

Mr. Chavez: Anything else, can I have a motion to approve?

Mr. Albrecht: So moved, seconded by Mr. Crawford. Motion carried unanimously.

ACTION ITEMS

- A-1 Coalinga Renovation Project – Ratification of Contract Awarded to Marko Construction.

Mr. Chavez: This is the one that got processed and needs to get approved by the board. Did everybody see this contract?

Ms. Leal: No, because I did not have an electronic copy. I put in the email if anybody wanted to see it they could come by and look at it.

Mr. Chavez: Everything went through our legal adviser, correct?

Ms. Leal: Yes, Mr. Shaddix.

Mr. Albrecht: I move to approve, seconded by Mr. Whitwill. Motion carried unanimously.

- A-2 Coalinga Renovation Project – Director Mary Leal to approve change orders under \$7,500.00 with a maximum of 10.

Mr. Chavez: Change orders for the project in Huron were \$5,000.00, but the Coalinga project will have more changes. Ms. Leal is going to give a report on something she just found out about.

Mr. Crawford: I was just wondering what the maximum of 10 is, is that \$75,000.00?

Mr. Chavez: I asked that same question to Ms. Leal. We talked about the maximum of 10 because of issues that could come up. We are paying Chris to make sure that everything is in order.

Mr. Crawford: It seems that she would be reporting back to us before she reached a decision.

Mr. Chavez: Yes.

Mr. Albrecht: If she approves it would be nice to keep the project moving forward.

Mr. Whitwill: If there was an 11th change order she would have to bring it to the board.

Mr. Chavez: That is why we are talking about it. I am not really comfortable going to that amount. That is why we started the project at \$500,000.00 and we are already up to 1 million. So do you want to cut it to \$5,000.00 that way we can keep an eye on it?

Mr. Whitwill: I think I would be more comfortable with \$5,000.00.

Mr. Albrecht: Chances are that she is not going to do 5 in a month and we are going to have another board meeting.

Mr. Chavez: No, this is the reason I am bringing it up to you. The only reason I am bringing it up to \$7,500.00 is because when we did the Huron project we had \$5,000.00 and Chris, Mary and I kept an eye on it. In Coalinga we just found a leak in the wall that they are going to have to replace and clean up. So we are going with \$5,000.00?

Mr. Whitwill: I am more comfortable with the \$5,000.00.

Ms. Leal: My only concern is, if there is a big issue that is going to hold up the project if we can have a special meeting. I don't anticipate that happening, but after I share with you what we have already found I just don't want to hold up the project.

Mr. Chavez: We went to \$5,000.00 to \$7,500.00 because there is always going to be something coming up.

Ms. Zavala: I think we are all available anyway if anything comes up. If you need a quick meeting we can also be able to do that.

Mr. Chavez: We usually have them on Saturdays when everyone is available. Can I have a motion to approve the change order of \$5,000.00 maximum?

Mr. Crawford: So moved, seconded by Mr. Albrecht. Motion carried unanimously.

- A-3 Approval to send Director and Administrative Assistant to Drug Testing Suspicion Certification Class

Mr. Chavez: This is for our new policy.

Ms. Leal: I emailed you a copy of what Zee Consulting covers for Drug Testing Suspicion certification. With the new MOU there is something that states it's not random drug testing, but if you have someone that is certified (Ms. Collings and I will get certified) we can do reasonable cause drug testing, if you know what the signs are. At the most recent staff meeting I actually read through the drug policy with everybody. The union members are required to sign off, so they know exactly what is in the policy. I'm hoping to have it approved because the class is tomorrow. The next class would not be until March.

Mr. Albrecht: Do we have a policy that if anybody gets hurt on the job they have to get drug tested?

Ms. Leal: It is in there. There is no random drug testing, but suspicion for cause we can do that. Also in the new MOU, we all have to be TB tested which I don't know why it was never done in the past. It will be at the expense of the district. I am trying to figure out how to make that happen. The full time people have insurance and we can reimburse them there \$20.00 co-pay, but the part-time people do not have insurance so we are trying to find someone to come in and do the TB testing at the library.

Mr. Crawford: How about the volunteers do they need to be TB tested?

Mr. Chavez: Only for employees

Mr. Crawford: Okay I just wanted to make sure.

Mr. Chavez: If anyone does not have any more questions, do I have a motion to approve?

Mr. Whitwill: So moved, seconded by Mr. Albrecht. Motion carried unanimously.

- A-4 Approval to change LAIF bank account signature – Remove P. Alvarado, add M. Zavala

Mr. Chavez: This is just routine.

Ms. Zavala: So moved, seconded by Mr. Whitwill. Motion carried unanimously.

DIRECTOR'S UPDATE

Ms. Leal:

- ✓ **Book Sale:** We just had our book sale and we made \$1,045.00, that was very nice.
- ✓ **Better World Books:** We have 50 boxes packed up to send to Better World Books. Remember we had that approved here not too long ago. They sent us the boxes and they are paying for the shipping and handling so that is completely free to us.
- ✓ **Unique Management:** I don't know if you remember sometime last year we started using Unique Management which collects the fines. In one year we have collected over \$8,700.00 in fines. That does not count the materials we have gotten back. That was great news that will be added to our budget because I didn't figure that in. So, it's working. The main thing that I have shared before it's not necessarily the money, but it's about getting our materials back. Just a reminder anything over \$50 within 45 days goes to collections. Unique uses a four sequence approach; they get a phone call first, than a series of letters. It is all automated so we don't have to do anything. I get a report every day that tells me who it's going to and how much it is.
- ✓ **Renovation update:** If you go to our website there is a picture of the first page to the plans, there is also a link that says "click here" that will take you to Repo Graphics a company in Fresno. The hyperlink actually pulls up all the plans along with the addendums. If anyone has any questions on what is going on you can look at the plans thru Repo Graphics. If anyone from the community has any questions please send them to the website. There are also pictures, if anyone has any questions beyond that that need to be explained call me, I can take care of those questions. Again there are pictures on the website. Mr. Vosburg has been doing a great job as far as keeping it updated. Right now the Kay Anthony Wing is being renovated, which is the first phase. They have it pretty much completely gutted out, the YA addition is going smoothly. They just taped up all the sheetrock today and it has passed inspection two or three times. It was moving well until; in the YA room there were sheet panels of steel or some kind of metal one of the construction guys asked if we knew what was back there. One of the ladies that has been here forever said that she thought it might be a leak. He then asked if it was okay to look back there and I said sure. Sure enough it was a leak that is still leaking. I have pictures that I am happy to send to you if you are interested in seeing them. The pipe is starting to rust out and it does have some mold. The concern is water leaking, making a bigger mess, and molds the whole scenario of that. There will be a cost coming in.

✓
Mr. Albrecht: It is a water line or a drain line?

Ms. Leal: They figured out that it is a water line to the bathroom in the new wing. I'm thinking we should probably fix that and get that taken care of.

Mr. Crawford: Is that were the panels are on that side not in the YA?

Ms. Leal: In the YA there was a silver paneling on the wall it was covering up something and we never figured out what it was. It was a good thing we looked behind it.

Mr. Crawford: I am still trying to figure out why when they did the new addition they did not fix that.

Ms. Leal: I am assuming you all are agreeing to get that fixed.

Mr. Chavez: Yes, if not it will cost more later on.

Mr. Crawford: Have they figured out a cost?

Ms. Leal: No this just happened today. In the new wing they also put in the new duct work that was needed. They are also working on the ceiling, extending the ceiling needed in the YA area. They also moved the thermostat that was on that wall out to a better place because I don't think it should be in the YA room. They have been very easy to work with. Mr. Hale comes about twice a week and we talk to him every day. I guess it is going as well as to be expected.

Mr. Crawford: They have moved the cement from the outside.

Ms. Leal: Yes they did. They moved the sprinklers where they have to put the cement pad so they would not be underneath the cement pad. I have a meeting with Art Dyson on Friday to finalize some of the colors. I picked the three different color combinations, then the community and staff finalized what color we were going to go with. Art wants to look at it and double check everything. We also picked out shelving.

Mr. Crawford: You might want to say something about the old shelving.

Ms. Leal: The plans call for the old shelving in several areas mainly around the wall to be taken out and patched and repainted. The contractor felt that it would be most cost effective and just as easy for them to replace with new and that was all part of the bid. No pricing will be changed and it is not an add on. Shane from BMH is using Montel shelving. We got everything measured out. They had wanted to do an extra tier and I told them I did not know where that came from. I told them the money we are going to spend in that extra tier I want it put back into additional shelving. We did some swapping with money and cost and the end panels we switched up a little bit. They are still going to be wood and they are still going to be nice, but we are going to do something that is called slat board that has little lines in it that you can put shelving for displays. The money we saved on something's I was able to replace on other things. There are two places that they did not take into consideration adding shelves, that might be a little change order. They did not have shelving in the hallway where the restrooms are and under the window in the adult area where the YA stuff used to be.

BOARD MEMBERS REPORT

Ms. Zavala: No.

Mr. Albrecht: No

Mr. Crawford: I was in the library today because I am trying to take the shelving out to take to the thrift store. The contractors are moving pretty quick I am going to come by tomorrow to unbolt the shelving because it will be much easier to move them out if I take them apart. I really feel good about this contractor.

Mr. Whitwill: I had visited the library one day and I saw the framing for the youth area. I was pleased to see that they have gotten so much done, its pretty exciting.

Mr. Chavez: I had a meeting with Ms. Leal for her midyear evaluation I had some comments from you guys and I mentioned to her some of the concerns she said she would work on it. Everything else was fine so far so good right Ms. Leal?

Ms. Leal: Yes sir.

Mr. Chavez: When is your next evaluation?

Ms. Leal: It will be next June. My contract is up next June I believe so it will be a little before that. Maybe we will do it like in May?

PUBLIC COMMENTS

This portion of the agenda may be utilized by any person to address the Library Board on any matter within the jurisdiction of the Library District. However, depending on the subject matter, the board may be unable to respond at this time or until the specific item is placed on the agenda at a further meeting, as provided by the Brown Act. Speaking should limit their comments to not more than three (3) minutes.

No Public Comments

AJOURNMENT

Mr. Chavez: Can I have a motion to adjourn?

Mr. Albrecht: So moved, seconded by Mr. Whitwill. Motion carried unanimously. The meeting was adjourned at 5:56 p.m.

DATE OF THE NEXT REGULAR MEETING: The next regular board meeting is Tuesday, February 24, 2015 at 5:30 p.m. at the Coalinga Library Program Room.