

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF THE
COALINGA-HURON LIBRARY DISTRICT
Tuesday, October 21, 2014 5:30 p.m.
Huron Library**

TRUSTEES PRESENT: Mr. Albrecht, Vice-President; Mr. Crawford, Clerk; Mr. Whitwill, Trustee; Patty Alvarado, Trustee (5:38PM); Mr. Chavez (absent).

ADMINISTRATION PRESENT: Ms. Mary Leal, Director of Library Services.

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

FLAG SALUTE: Mr. Albrecht led the flag salute.

APPROVAL OF THE AGENDA:

Mr. Albrecht: Approval of Agenda?

Mr. Whitwill: So moved, seconded by Mr. Crawford. 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 to comment on any Consent Item or Action Item.

- C-1 Approval of August/September Checks 013577 thru 013634 in the amount of \$85,721.90 of which \$40,085.83 was for payroll.
- C-2 Approval of August 2014 Weeding List.
- C-3 Approval of minutes for regular board meeting held on August 26, 2014
- C-4 Approval of minutes for regular board meeting held on September 23, 2014

Mr. Albrecht: Does anyone wish to have anything pulled or have any questions?

Mr. Crawford: I just have a question, but I think I can find out later. It has to do with the power between Huron and Coalinga.

Ms. Leal: Okay.

Mr. Albrecht: Motion of approval to the Consent Agenda?

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

DIRECTOR'S UPDATE

Ms. Leal: First of all I want to thank the Board and the District for sending flowers for the loss of my mother. I really do appreciate that, it really made me smile.

- Coalinga Renovation Project

On the 16th of October we had the pre-bid walk through. We had 24 contractors and subcontractors sign in. We had 3 asbestos removal specialists sign in. They walked around and Tom Crawford was there, Chris Hale from CM Construction Management along with Bob Siegrist from DSJ and John De La Cruz also from DSJ. They walked around and some of them went up on the roof. Since then we have had a handful come through and keep looking at things. I handed out to you the phasing & scheduling requirements,

- ✓ First Phase; they will start in the new wing “Kay Anthony”. They are guessing it will take them 28 days to get that phase done.
- ✓ Second Phase; is the Children’s area
- ✓ Third Phase’ is the adult area

There is some language included in the specification sheet stating that 4 days at the end of one phase, and before the next phase starts allows us to move furniture and stuff like that. Because we had little hiccups during the Huron renovation about moving things, like shelving, I had Chris go through the specs to verify what the district is in charge of moving. Basically the only things that the staff is responsible to move besides books is tables, chairs, computers, computer tables and things like that. They are going to be moving the shelves and most of them will be re-used. The other ones they are going to stack and the thrift store is going to come and pick them up. We are starting to narrow down how we are going to move things. We are going to use the program room as a staging area.

1. Bid Advertisement: October 8 – 15, 2014
2. Pre-bid conference (at site): October 16, 2014
3. Bid submittal Date: November 12, 2014
4. Award of Contract: December 10, 2014 (They have a due diligence to do after they open the bids on the Nov. 12th to make sure that the contractors can do what they say they can do.)
5. Notice to proceed: Issued December 30, 2014
6. Preconstruction Conference: January 5, 2015
7. Start Construction Work, Preparation Phase: January 6, 2015

Ms. Leal: So I guess this is really happening.

Mr. Whitwill: What is Preconstruction Conference?

Ms. Leal: Preconstruction Conference is when the lead people get together and figure out some logistics for example; we will meet every Wednesday at 10 o’clock to discuss what needs to be done. The way change orders and paperwork is to be handled, basically how we are going to conduct business once the contract is awarded. Any other questions?

Mr. Crawford: I like the way the phasing reads. I know that it is going to be a rough schedule. I heard a couple of guys state “this is awful tight” for the different phases. Hopefully we can limit the closing part.

Ms. Leal: It states here finishing up on July 27, 2015, we will all hold our breath when that time comes. I feel better with this one because I started from the beginning of all of the construction as opposed to coming in on the end of the Huron project, but it ended up coming off pretty well.

- We had 2 T1 lines for internet, we now have 7 T1 lines so it is speeding up our internet for everybody and everything. Some of those lines are going to our actual phone service so they are not all just for internet which is part of the CENIC Project. This is not costing the Coalinga Library anything, it is a grant that all of California is getting. We have been waiting quite some time to get everything completed. AT&T did their part, other people did their part it was just a matter of pulling the lines from the Z mark which was down stairs in the basement to the router box that is in the Tech Service area. We did some bids and hired HR Electric Company to pull the lines. After that we just called AT&T to turn it on, move one from the old box to the new box. Basically it did not cost the library anything. A little bit though SJVLS for the new router and to pull the lines, but everything else was done through the CENIC Project.
- We had some excitement just after midnight, I was not there and I have been at meetings all day for the library. Mr. Crawford can you explain it to all of us, I would appreciate it.

Mr. Crawford: We were notified about 12:45 A.M. my wife and I drove to the library and the police were already there. The police went inside to check things out, they were in there about 10-15 minutes. When they came out they did confirm that there was a break in. One of the windows in the Children’s Area, that is right up above a latch was broken. They were able to step up on the ledge and put their arm in the broken window to pull on the latch to open the bottom window. We were figuring with the police concerning the time of the break in. They were at a call out on Walnut St. they say it took them maybe at the most 10 minutes to respond to the library’s alarm. They got in and rifled through where the register and where the old cash box drawer used to be. So I’m thinking “hey this guy may know the layout”. Then we went back to the Tech Services area and we discovered that one laptop was missing. There are some other little things that they are starting to find that was not too valuable. Like a \$2 bill stuff like that.

Ms. Leal: Jackie has been handling this for me. Thank you , Jackie. We had everyone go around and check their area to see if there was anything missing whether it was personal or business, but they really did not find anything. Nathan and Jackie walked around outside and they found evidence of other areas where they tried to get in. Some screens were bent and ajar. They also found a rock right behind my office?

Ms. Collings: Yes, at first we thought it was something to hold down the metal fence to go down to the basement, but then we thought about it and we just ended up throwing it over to where the recycling bin is. All the rocks that we found around the library we picked them up and threw them away. That is all they need to break a window to break in again.

Mr. Crawford: That is what they used to break the window. They threw it with so much force that the rock went 3/4 of the way down the Children's Area. The glass went beyond the Children's Area.

Ms. Leal: It took 4 people 4 hours to clean up everything.

Mr. Whitwill: Is that building alarmed?

Ms. Leal: Yes it is. That is what set it off. A week before there was a hole in one of the windows in the YA area.

Ms. Collings: That happened the Sunday after the Beer Fest, but no one broke in.

Ms. Leal: Jackie handled it all she called the insurance company and we have a \$1,000 deductible. We have some suspicions that some DVD's have been taken and other things here and there. It will take us a while to pin all of that down. The insurance has been notified and the police have been called. Coalinga PD have been there 2 or 3 times.

Mr. Crawford: They will be there tonight too. One police officer that was there during the night said he would check back in around 6 P.M.

Ms. Leal: When we left they were already there repairing the window. I asked 2 staff members to stay until the window was repaired. The library was closed all day.

Mr. Whitwill: Is there any way we can trace the laptop?

Ms. Leal: We are tracking down the serial numbers. This was one of the laptop that was bought by Sylvia. We know she purchased it at Walmart so we are pulling invoices to find the receipt.

Mr. Crawford: One thing that I noticed when I drove up to the library was that none of the lights were on. Are they on a timer?

Ms. Leal: They are on a timer usually Hector from HR Electric comes by when the seasons change or when the time changes he resets the timer. It is probably time to do that and we will be checking on it.

Mr. Albrecht: But that was one in the morning. They would be on no matter what.

Ms. Leal: I will double check that.

Mr. Crawford: Or maybe put some other lights up.

Ms. Leal: Jackie was thinking motion lights.

Mr. Crawford: I was also thinking of putting cameras in certain spots.

Ms. Leal: We had 2 companies bid for cameras, but then the consensus of the board was let's just wait.

Mr. Crawford: Right, it's just crazy to do something until after anyways.

Mr. Whitwill: Right.

Ms. Leal: In the renovation plans there is a whole intrusion plan that will be going in as part of the remodel, but that does not have cameras just the alarm system.

Mr. Crawford: That is what I was just looking at. There was another break in before where they went in and tore down that screen and that one happened to be unlatched at one time and they just pushed on it. The motion sensor in that area was not working at the time and they knew it. Then when they went farther in that is when they hit another motion sensor and then they took off, but I don't think there was anything taken.

Ms. Leal:

- About a week ago we had a fire drill. I do those once in a while. I got on the PA and said, "There is a fire in the Tech Service area". Then I just sat there to see what they would do. I have had fire, earthquake, and stranger alert drills before, but none since the new employees started. We do have those once in a while and we have a procedure down so if Lord forbid something does happen we are prepared. The veterans are, but the new ones will still have to be broken in. Everyone made it out except the poor guide dog.

ACTION ITEMS

- A-1 Book Sale

Ms. Leal: Normally we have it in April but things are going to be rather crazy next year in April. I have already spoken to the Kiwanis and they have again agreed to help us out with it, but I would like to have it in January. Richard Griffin was also a huge part of the sale last year. He is willing to help again this year. Before all the construction starts. By January we should have all the books withdrawn and weeded. The big problem last year was we had a lot of books left over that we did not know what to do with. I have set up an account with "Better World Books". What happens is that whatever books you don't sell, they send you the boxes and the shipping labels and they will come pick up the boxes and you will still get a percentage of those sales. The books will still be offered to the community and the book sellers know we have it, but any books that are left over will be taken by Better World Books. We are going to be changing the way we are selling our books, better bargains and different things like that. It's not really about the money we make off of it, my feeling is that is a bonus, but it's getting the books into hands of people that would like them. With your approval I would like to move the book sale to January next year.

Mr. Whitwill: Sounds good to me.

Mr. Crawford: Sounds good to me. Because that is going to be a staging area.

Mr. Whitwill: Any date in January?

Ms. Leal: No, I wanted to get the approval first and then we will pin down a date with the Kiwanis Club

- A-2 Audit presented by Max Sanborn of Sanborn & Sanborn Accounting Corp.

Ms. Leal: This is Max Sanborn from Sanborn & Sanborn he did our audit this year and he will give us a report on the findings.

Mr. Sanborn: I would like to thank you for the opportunity to be here this evening. We have audited the finances for the Coalinga-Huron Library District for the year July 2013 to June 2014 and have expressed our opinion. Our opinion this year as it was last year in an unmodified opinion. That opinion basically states that the financial statements are presented fairly and according to generally accepted accounting principles and there is no major deviation. Our opinions are on pages 1 and 2 of the report. Those pages immediately follow the table of contents. Pages 3 thru 6 are the management's discussion and analysis and that section of the report is designed to be a narrative presentation of the financial highlights for the district 2013-14, but I will direct your attention to page 7. All of the highlights from this point forward would be included in that one section on pages 3-6. Page 7 is titled, Statement of Net Position it is a balance sheet or a statement of assets and liabilities. It is a summary form and it states the total assets of the district from June 30, 2013 to July 2014 was \$5,822,596.00 total liability was \$87,549.00 resulting in total net position \$5,735,047.00. Of that \$1,958,513.00 is investment in capital assets (net of related debt) that amount of money is not available for spending because it is not liquid. In addition to that there are restricted balances in the net position the \$85,422.00 represent your equity in the San Joaquin Valley System Technology Reserve in addition to that there is \$2,032,839.00 from Measure B. That then result's to a \$1,658,253.00 in unrestricted net equity and that is available for spending at the board's discretion.

Ms. Leal: Of the \$1,658,253.00 does that include the \$750,000.00 that is in reserve? Or is that separate? That includes that, because I remember seeing it spelled out differently here somewhere.

Mr. Sanborn: Right, it will be on a page or two down.

Ms. Leal: Okay.

Mr. Sanborn: Page 8 is the overall statement of activities or an income statement. It states in summary form for the year June 2014 expense for library services of the district for that year was \$1,052,702.00, there were charges for services \$17,075.00, operating grants and contributions which is basically your Measure B fund \$587,330.00 resulting in a net loss of operation of \$448,297.00. There was general revenue which consisted principally of property tax revenue \$672,283.00 and those changes in net position for the net income for the year of \$223,986.00. Pages 10, 11 and 12 are basically a restatement of the same numbers we just discussed on pages 7 and 8. Except that the numbers do not include fixed assets, does not include depreciation, but do include expenditures for capital outlay for fixed assets acquisition. If you look down on page

9 a little bit down the page you will see “Assigned for special reserved” the \$750,000.00. Other than that the numbers that are on this page are included on page 7. These are not another set of funds this is more or less a duplication of what we already discussed. Page 7 the reconciliation which refers to pages 9 and 10 the difference between the 2 pages basically is you’re fixed assets and that’s the \$1,958,513.00 that is the unappreciated balance of your fixed assets. That is included on page 7, but not included on page 9. Page 11 is the income statement again it is restated the only difference is that it has more details to it. It gives you object and classifications for expenditures, cost with a little more details with respect to the revenue and it is presented in a much more fashion in tuned to what we expect from an income statement. But again, it does show the capital outlay down there, the \$62,118.00 as expenditure this is not included on page 8. Does the \$62,118.00 consists of architectural cost?

Ms. Leal: Probably so, yes of getting the project up and running.

Mr. Sanborn: Page 12 is the reconciliation between page 11 and page 8 and again the difference between these two is the difference between capital outlay and depreciation for the 12 month year of 2013-14. Pages 13 thru 19 are the notes to the financial statements and the notes are designed to give you more information regarding certain items such as the accounting policies used to prepare the financial statement as well as to give you more detailed information with respect to some of the more major assets and liabilities, income, and so on and so forth. One thing we did this year that we had not done in the prior years we included the San Joaquin Valley System Technology Reserve in the main body of the financial statement. In the past we just included that in foot note form, but did not include that in the assets and liabilities and activity. We still did the foot note, but in the foot note we stated that the activity for that entity or your portion of the activity is included in the main body of the financial statement so it can give you a better over all look of the assets and liabilities through the year. Finally I would like to direct your attention to page 20, a budget and accrual of the activities for the year June 30, 2014. On this page the important thing is the fact that your actual expenditure do not exceed you’re budget expenditure. Your \$483,238.00 left in actual expenditures compared to your budget. That is the way you want to be as far as being short one way or the other. If you are the other way where your actual expenditures exceeded your budget than that is probably a situation where you would want to make some changes to your budget through the year. You were fine this year I think maybe in the past you had some situations where the opposite was the case. Other than that we found things to be in good order. We found everything we needed to find and we have no recommendations in those regards. I am open to any questions that the board may have. I realize most of you are looking at this for the first time this evening. I would be happy to return at a future meeting if you do have any questions that I can address at a later time.

Mr. Albrecht: Any questions for now?

Mr. Sanborn: I have a few letters that I need for you to sign and I can pass those out at this time if that is all right? One of the letters is the audit agreement. It is basically the same terms as it has been in the past 3 years. I need to get the board’s president’s signature on that and Ms. Leal’s signature as well. In addition to that we have a letter called a management representation letter. This is a letter from the Coalinga-Huron Library District to us stating several things. Among them items such as making available copies of the board minutes and making us aware

of any pending claims and litigation which you have as I understand it there is none. To the best of your knowledge and understanding your financial statements are satisfactory and fairly presented. I would need the president of the board and Ms. Leal to sign that as well. Finally I have a series of letters for Ms. Leal to sign these are what you call confirmation letters. They are designed to be sent to your insurance agent and attorney to advise us about pending claims, lawsuits, and litigations which again there are none. This is our procedure that we need to go through.

Ms. Leal: The letters are for Jay's office, Fresno County Council, Libert, Cassidy and Whitmore the other attorney's, Kingsburg Insurance, and Chub Group Insurance.

Mr. Sanborn: The last one is your actual Insurance company itself. They never respond, but we still send them one.

Ms. Leal: Thank you Max we really appreciate it.

Mr. Albrecht: Motion to approve the audit?

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

BOARD MEMBER REPORT

Mr. Albrecht: We will go to board Member report.

Mr. Whitwill: Thank you Mr. Crawford for staying up late or early for the break in. Also, I am glad we have a schedule for moving along on the renovation. I will also want to volunteer when it is time for moving things around.

Mr. Crawford: I will add on to that. I think we can do all this moving by using volunteers. That way we don't have to hire out. There might be some little thing that we are responsible for that pops up, but I think any movement and all the books as long as we can plan out what days that might be.

Ms. Leal: We are double checking with our workers comp to make sure that any volunteers that come in and help us will be covered. I have also spoke to Bruce with Kingsburg Insurance to make sure that part is up to date, he says no that we are covered as long there is a contractors bond.

Mr. Crawford: Just check on State Comp because they do not cover volunteers.

Ms. Leal: We might have to get an extra writer or something.

Mr. Crawford: But it might be within the insurance. The church insurance that I used for volunteers with one insurance covered it and another insurance did not. The one that said it did cover it said they did and they really didn't so we had to get a special binder for it.

Ms. Leal: We are in the process of checking into that.

Ms. Alvarado: We were talking about the lighting and the cameras.

Mr. Albrecht: We may have to look into that.

Mr. Crawford: We do need to look into that, but it's something we can easily look into afterwards.

Ms. Leal: The alarm part is all still there, but the cameras are not, it is something separate.

Mr. Crawford: They say the alarm is loud outside is there anything inside?

Ms. Leal: Well we are never in there when the alarms happen.

Ms. Collings: I set it off once and it is loud. I did not know how to shut it off.

Mr. Crawford: It is loud. So they know. We were amazed how fast they broke in because to me it had to have been 2 people.

Mr. Albrecht: They had a plan.

Mr. Crawford: Someone had to go through the window and then go to one of the doors and open it for the other. If you go to the adult section that door would be easy to open.

Ms. Leal: And the back door.

Ms. Collings: The screens from the back windows were all torn; it seems to me they were trying to get in though the back.

Mr. Crawford: That is another thing we also need to look at. A heavier screen on the windows.

PUBLIC COMMENTS – CLOSING ITEMS

General Public Comment on any closed session item will be heard at this time. The Board may limit comments to no more than three (3) minutes per person and a total of ten (10) minutes. The Board President has the right to extend the time if necessary.

Mr. Albrecht: Any public comments? At this time we will go into closed session.

CLOSED SESSION

- CS-1 Conference with Legal Counsel-Anticipated Litigation Significant exposure to litigation pursuant to Government Code section 54956.9(d) : (1matter).
- CS-2 Conference with Labor Negotiator – Gov. Code #54957.6 District Designated Representative, Mary Leal. Employee Organization: Local 39, Stationary Engineers.

REPORT UPON RETURN FROM CLOSED SESSION

Mr. Albrecht: At this time there is nothing to report.

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 future meeting, as provided by the Brown Act. Speakers should limit their comments to not more than three (3) minutes.

Mr. Albrecht: Any comments?

ADJOURMENT

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

Mr. Whitwill: So moved, seconded by Mr. Alvarado. Motion carried unanimously. The meeting was adjourned at 6:22 p.m.

DATE OF THE NEXT REGULAR MEETING: The next regular board meeting is Tuesday, November 18, 2014 at 5:30 P.M. at the Coalinga Library Program Room.

