

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES OF THE  
COALINGA-HURON LIBRARY DISTRICT  
Tuesday, February 14, 2017 5:30 p.m.  
Coalinga Library Program Room**

---

**TRUSTEES PRESENT:** Mr. Chavez, President; Mr. Albrecht, Vice-President; Mrs. Culbertson, Clerk; Mr. Campbell, Trustee

**TRUSTEES ABSENT:** Ms. Zavala, Trustee

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

**ADMINISTRATOR ABSENT:** Ms. Jacqueline Collings, Administrative Assistant

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

**FLAG SOLUTE:** Mr. Chavez led the flag salute.

**Mr. Chavez:** Need a motion to approve the agenda?

**Mr. Albrecht:** So moved, seconded by Mrs. Culbertson. 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 January 2017 checks 015028 thru 015049 in the amount of \$66,554.86 of which payroll was \$43,289.79.
- C-2 Approval of minutes of Board Meeting held on January 20, 2017.
- C-3 Approval of Withdrawn List – January 2017

**Mr. Chavez:** Anything that needs to be pulled? Anything from the public? Can I get a motion to approve the agenda?

**Mrs. Culbertson:** So moved, seconded by Mr. Albrecht. Motion carried unanimously.

**ACTION ITEMS**

- A-1 Approval of DSJ Contract for Huron Library Addition

**Ms. Leal:** You had more questions at the last board meeting that I followed up on concerning the Huron Project. The first question was how long are the plans good for and per Bob Siegrist

at DSJ it varies by jurisdiction at the towns building department. Typically it takes about 90 days to pull a permit following plan approval and six months to a year to start construction unless you ask for an extension which they usually grant for another year. After that, they may require the plans to go through plan checks again, especially if there was a code change. The next new code should go into effect in January 2020. I think we are okay with that. I sent the contract to Michael Shaddix at Amy R. Lovegren-Tipton, APLC they specialize in construction contracts and he says the contract will not manifest into problems for the Library District. The next one again is from Bob Seigrist. I went by his office and we spoke, and I shared with him our ideas and we talked about a few things. He replied by email, "It was great seeing you today. Please see the attached rough layout of one possibility for the Huron addition, pretty much as we discussed. It has 2,860 SF which should cost roughly \$858,000 to build at \$300 per square foot which should cover everything except the furnishing. Let me know what you think". For the new board members Chris Hale is from CM Construction. He is a construction manager and we have worked with him in the last two projects. I asked him if he can give me an idea from some of his people to see what he thought it would cost. His reply, "I am still waiting for a cost from my estimator but a contract friend told me that it's a pretty good number the Architect gave. My friend said he would be figuring about \$858,000 for the new construction, without more details". Any questions on that?

**Mr. Chavez:** We are pretty close

**Ms. Leal:** Yes, the contract I sent via email is updated. The contract is pretty much the same if you look at the first paragraph were it states "Project" it states what the project encompasses and it also states estimated cost \$850,000 for the building additions and site work. Alterations to existing library building are estimated at \$30,000 for a total estimated construction cost of \$880,000. The rest is just how it is going to take place. On the second to the last page where it says client responsibilities outlines how much it would be. If you look design 30% \$31,680, construction documents 45% \$47,520, and bidding & Construction Administration 25% \$26,400 for a total of \$105,600. That would be what we should pay them to do the architectural drawing and they also do the bid. Chris Hale also works with, the bid they come and check the bid and they time the bids and they do all of that type of stuff. I suggest strongly going ahead and including the study rooms because they have to have some type of construction along the top to be able to add the windows. He said it would be more cost effective now. What could happen is the Program Room could be closed off after hours. Sometimes our Board Meetings run late and it could be closed off to the public so that way the staff can leave. He also asked me about finishes like carpet and things like that and I said yes we would need to put in carpet. In the Program Room they are proposing to do a finished concrete or a stamped concrete I have some pictures too if you guys want to see that. They do polish the concrete they say they are doing that to a lot of places now it is easier to clean you don't have to worry about putting tile or linoleum and there being a problem with moisture getting underneath it. I have seen it and it

looks nice and it is very cost effective. That is what they are proposing here and carpet for the rest of the place. Any questions?

**Mr. Albrecht:** Is this a door here too?

**Ms. Leal:** I believe so, it looks like it is an exit door I don't know why we would need one there.

**Mr. Albrecht:** I don't know either the more doors we have the more places break in.

**Ms. Leal:** I know that they have to have so many because of egress.

**Mr. Albrecht:** That might be

**Ms. Leal:** This is just a very rough draft.

**Mr. Crawford:** You always have to have two entries because if that one is closed going into the library you have that one there.

**Ms. Leal:** If there is a fire near one you would have to have a spot for another one. Remember that we talked about these two here and we wanted to close one up, but they said no because you have to have two because if there is fire or an earthquake and one is blocked you have to have another exit to be able to get out of.

**Mr. Crawford:** This is just a window?

**Ms. Leal:** I believe this is windows yes and over here this would be shelving eventually that is not going to be bid in the contract.

**Mr. Chavez:** That is something we can do later.

**Ms. Leal:** Yes it is something we can do later; of course I told them for sure that we would need power and data all the way around because we don't want to tear things up afterwards to put that in. Just like here I have room for six or seven more computers. I have room for five more computers or work stations in other parts of the library for when we get more money for computers.

**Mr. Chavez:** Anybody else have any other questions, anything from the public? We need to approve this right?

**Ms. Leal:** Please

**Mr. Chavez:** Can I get a motion to approve?

**Mr. Albrecht:** So moved, seconded by Mrs. Culbertson. Motion carried unanimously.

- A-2 Approval of Volunteer List 2016-2017 #2

**Ms. Leal:** For the new board members a couple of years ago we decided it would be a good idea for the board to look at the volunteer names to be coming so we emailed you a Volunteer's List. We did add one at the bottom Ramiro Ramos he came in Jackie said we already sent the list and I told her to just add him because I did not want to wait another six months. All of these are students some of them are from Faith Christian that they have to do service hours, community hours. Most of these are students who are trying to do their community hours we do not accept any government or court ordered volunteers in the past they did, but we decided not to do that anymore.

**Mr. Campbell:** What are the requirements to be a volunteer?

**Ms. Leal:** You have to be at least twelve years of age. We have a whole Volunteer Policy and we actually have a form that if they are under eighteen they have to come in with their parent, we have a meeting with them and they sign it. We tell them to treat it just like a job if you are not coming in call us and let us know. It is on our website or I can get that policy to you guys if you need it, but we do have a Volunteer Policy in place.

**Mr. Chavez:** We had some students that wanted to volunteer and do some community service this was a good place to do them at. Motion to approve?

**Mrs. Culberson:** So moved, seconded by Mr. Albrecht. Motion carried unanimously.

## **DIRECTOR'S UPDATE**

**Ms. Leal:** I don't know if you noticed when you walked in we had something called "Blind Date with A Book". The staff wrapped up books then put the age group on the outside. If it was for an adult they put if it was a mystery or whatever it was. It was to encourage people to read a book that would be new. They don't know what the title is, just to broaden their horizons, it has been well received. When some people were asked they mentioned "no I have my husband or I have my wife". Today just for fun the staff had a blind Valentine's Day gift party amongst ourselves. Everybody picked a name it was like a secret Valentine and we all ate chocolate and candy. It was a lot of fun. Also at the last meeting we mentioned the actual bond language for Measure B I have also included that so you can take home and read. On a sad note I got an email that Laurel Prisney the County Librarian from Fresno County, today was her last day.

**Mr. Chavez:** She worked with us.

**Ms. Leal:** She worked with us in a lot of areas; she sat on the hiring committee when I was hired. She was very good to me as far as starting out as a librarian. She was very supportive whenever I needed help I went to her and she would help me out with things. She will be missed the email stated she needed to take care of some personnel issues and her health. That is the third Director Position open in SJVLS Fresno County is missing one, Kern County is missing one, and Tulare Public is missing one.

**Mr. Chavez:** Send her an email and thank her for everything that she did for you.

**Ms. Leal:** I did.

### **BOARD MEMBER REPORT**

**Mr. Campbell:** Nothing.

**Mr. Albrecht:** Nothing.

**Ms. Culbertson:** Nothing.

**Mr. Chavez:** Everything looks good here. I came early it looks nice let's keep it that way.

**Ms. Leal:** Okay

### **PUBLIC COMMENTS**

No public comments

### **ADJOURNMENT**

**Mr. Chavez:** I would like a motion to adjourn?

**Mr. Albrecht:** So moved, seconded by Mrs. Culbertson. Motion carried unanimously. Meeting was adjourned at 5:49 p.m.

**DATE OF THE NEXT REGULAR MEETING:** The next regular board meeting is Tuesday, March 14, 2017 at 5:30 p.m. at the Huron Library.