

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES OF THE  
COALINGA-HURON LIBRARY DISTRICT  
Tuesday, March 24, 2015 5:30 p.m.  
Coalinga Library – Program Room**

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**TRUSTEES PRESENT:** Mr. Whitwill, Vice-President; Mr. Crawford, Clerk;  
Mr. Albrecht, Trustee;

**TRUSTEES ABSENT:** Mr. Chavez, Vice-President; Ms. Zavala, Trustee

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

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

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

**APPROVAL OF THE AGENDA**

**Mr. Whitwill:** Do I have a motion to approve the agenda?

**Mr. Albrecht:** 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 February/March checks 013861 thru 013927 in the amount of \$165,821.03 of which \$42,030.38 was for payroll and \$91,066.27 was for Coalinga Renovation Project.
- C-2 Approval of minutes for board meeting held on February 24, 2015.
- C-3 Approval of February 2015 Weed List.

**Ms. Leal:** We need to take out C-3 for there is no weed list to report. So, we need to remove from agenda.

**Mr. Crawford:** That will be placed on next month's agenda?

**Mr. Whitwill:** It will show up next meeting on the agenda?

**Ms. Leal:** Yes.

**Mr. Whitwill:** I need a motion?

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

### **ACTION ITEMS**

- A-1 Policy 2015 – Borrower Policy Second Reading

**Ms. Leal:** This is something we have been working on for some time. As you all know, there have not been any changes by anyone since the last time we had a board meeting for the first reading. This would be our second reading. If you decide to approve it we will make it so.

**Mr. Whitwill:** Does anyone have any questions or comments?

**Mr. Crawford:** It is well written.

**Mr. Albrecht:** I vote that we pass this policy, Seconded by Mr. Crawford. Motion carried unanimously.

- A-2 Approval of Change Order Request for Emerzian, Circulation Desk

**Ms. Leal:** I have sent you a copy to your emails, but if you don't have them with you we made some extra copies. At the beginning we have had many discussions about the circulation desk. It was added on as an alternative bid, which passed. The alternative bid was for \$9,000.00. That bid just asked for laminate and a plastic coating top something similar to this (sample shown). This made me a little nervous because of all the wear and tear that it gets. So this is what they proposed, this Avonlight (sample shown). This is what was picked out at first to add this it was an extra \$14,400.00. We have a few options to consider. I asked them if they had anything that was better than this, but not as fancy as this (samples shown). So they went ahead and sent us these samples. If we use that one, we save \$3,000.00. That option has a 15 year warranty. Chris pulled the warranties and the products. That would be a little bit cheaper its better than veneer laminate something like this but not as fancy as this. Another option is, the design calls for a solid surface, including the waterfall. It's not on the surface where the people are going to write on it's like the top part. It's more like the Huron circulation desk, but this one has a waterfall, or goes completely over the front. We can eliminate that and make it a little smaller so that it does not waterfall all the way down to the bottom. That would involve a redesign that will cost us a little more money. Then there is the concern if this is going to be sturdy enough for kids to climb on and kick on in the front. Those are the three options that we can go with. There was a concern with everyone asking the same thing, "How much is the circulation desk actually costing us"? I sent that to you via email, it was like \$23,000.00

**Mr. Whitwill:** Originally it was \$9,000.00 and with this one it would be \$24,210.00.

**Ms. Leal:** Yes, I sent those to you to show the alternate bid price, Chris gave all this information to me.

**Mr. Crawford:** The desk behind it was not in the original bid was it?

**Ms. Leal:** Correct, that is something else I sent you.

**Mr. Crawford:** That is part of the other information?

**Ms. Leal:** Right, I sent you this page and the dotted line back here is something that is not originally on it (pages shown). That is to add a desk in the back. Part of the problem is where the holds are placed now there will be data lines there and if we keep the holds back there those data lines will not be accessible. We also have another place where we do return's, but our backs are always to our patrons and that has always caused a problem. We can get a desk that matches, or we can always get that done afterwards. We can hire someone later on to get that done, but I can't tell you how much it will cost or if it will match the circulation desk. Those are a few options that I have thought about and came up. I thought I would share with you these options so we can discuss them.

**Mr. Crawford:** What I was thinking the material was going to be, was like on the current circulation desk, they call it standard, it's a little bit thicker than a lot of the new stuff is.

**Ms. Leal:** Right, this is what the finish of the desk is. The top I am assuming would be a little sturdier than this.

**Mr. Crawford:** And that is all they are talking about on the edges there would just be a Veneer there.

**Ms. Leal:** Those are some options.

**Mr. Crawford:** Do we need to make the decision tonight; do they have a schedule that they need to be met? I know the earlier the better, but that is part of phase 3?

**Ms. Leal:** Its part of phase 3, right now we are zooming. We are 2 to 3 weeks ahead of time. Sure we can put it off, but we might hold up the project. We have already given them an extra week because we hadn't thought about doing the floor power and data. If this wasn't added they would have already painted and put carpet in. We have already given them a week because that was one of our changes and it had nothing to do with them. The longer we put it off the longer it's going to take.

**Mr. Crawford:** I know we had to take care of the electrical part. I just didn't know if we had to make this decision today.

**Ms. Leal:** Well if I may be so bold to ask, why would we wait?

**Mr. Crawford:** I just think that there are some other options we can go with. I am just amazed at the \$3,000.00 difference between these two and I'm still trying to figure out what the difference other than its finer here.

**Ms. Leal:** This one here the shiner, it's snazzier; it has a little more glass in it. That one has a little less quality, but it does have a 15 year warranty.

**Mr. Crawford:** This one, did you ever find out the warranty?

**Ms. Leal:** No I did not find out what the warranty was on that one.

**Mr. Crawford:** I have to say on the veneer on the desk right now, I can't exactly say when that was done. I think it was done when the new wing was added, how long has it lasted.

**Mr. Whitwill:** 10-15 years.

**Mr. Crawford:** And the color is gone on parts of it.

**Ms. Leal:** Those are the options I can give you. We can go cheaper, we can re-design it so it doesn't waterfall in the front, we can try and find something else, whatever you decide.

**Mr. Whitwill:** Explain the waterfall?

**Ms. Leal:** The waterfall falls all the way down the exterior in the front.

**Mr. Whitwill:** Right now it's going to go all the way down to the floor.

**Ms. Leal:** Correct. It's like an apron that would go all the way down to the bottom.

**Mr. Whitwill:** I am just real concerned with these changes. When we originally talked about what we were going to do about the circulation desk we went with the veneer and everything beyond that was "it would be nice to have" kind of on the wish list.

**Mr. Crawford:** One reason why we went with that was because of the price too. With Marko being that low to me and if you increase it by \$3,000.00 all of a sudden Marko is not the lowest bidder. They were the lowest bidder on the table, because the second lowest bidder they were into the \$12,000.00 or \$20,000.00.

**Ms. Leal:** As far as the alternative bid BVI was a little lower, but it would have still been the laminate.

**Mr. Crawford:** If you put the cost of one of these two in there how would that affect the bid.

**Ms. Leal:** Yes, the only other one that was lower on the alternative bid BVI by about \$1,500.00 and their total bid was \$37,000.00 more. I don't know if that comes into play, but I do understand where you're explaining.

**Mr. Crawford:** That is what I was sort of looking at.

**Ms. Leal:** Their total bid was \$37,000.00 more than Marko and was \$2,500.00 less than the alternative bid. I don't know if that would have changed the awarding of the bid. It is whatever you want to do.

**Mr. Whitwill:** We can stick with veneer and then sometime down the road when we have the money we can re do it. We are not talking about changing the design of the circulation desk if you'd have to change what is on it. Granted what is on there is not durable.

**Mr. Albrecht:** But like you said what is on there has lasted about 15 years.

**Mr. Whitwill:** That is a lot of money and we are looking at other change orders that probably we need to do. This is something that would be nice, but not necessary.

**Mr. Crawford:** The electrical is something that we need to do

**Mr. Albrecht:** The electrical is a need thing. I don't think the circulation desk is necessary.

**Mr. Whitwill:** Anybody else have anything to add to that?

**Mr. Crawford:** So, to have a clear understanding we would keep it with what was the original bid, veneer.

**Mr. Whitwill:** The original was \$9,000.00

**Mr. Crawford:** The original would be with the veneer on top.

**Ms. Leal:** It would be laminate face plastic counter top and apron. I don't know what they proposed for that. I don't know what the laminate looks like.

**Mr. Crawford:** I remember putting it into a house and it's called wainscoting and it's real, real thin. They put it onto an island you can see the little bubbles, but then they went ahead and got something called standard and it's the old stuff that is three times thicker.

**Mr. Albrecht:** Why can't we just go with wainscoting coating?

**Mr. Crawford:** It's Wilson Art what it was called and the standard. It made a big difference and it was the same color as all the other counter tops were.

**Ms. Leal:** Might I suggest we table it until we get an exact sample of what the laminate actually looks like I know this is the desk part, but I am not sure what the actual laminate top looks like.

**Mr. Albrecht:** It would actually be nice to see what it looks like.

**Ms. Leal:** Can we table it until we actually look at the sample?

**Board members:** Yes.

**Ms. Leal:** What about the added desk in the back can we talk about that as a separate issue? My concern is, if we get it or don't get it that is fine. But if we get it they can start production on it just like they can start production on this, but they don't have to worry about the top.

**Mr. Crawford:** I feel that what I saw underneath that works out real good. You might want to talk to them that second table behind it so you could be able to put books on the front side and you would be able to sit behind it.

**Ms. Leal:** It will be like an extra work station.

**Mr. Crawford:** They will be able to look up and see everything that is going on.

**Mr. Whitwill:** But right now they got their backs towards the public.

**Mr. Leal:** Right now they really don't have a work station or anything.

**Mr. Albrecht:** I don't have a problem with that one.

**Mr. Crawford:** And it would be \$5,000.00 and it would probably be this veneer?

**Ms. Leal:** Yes.

**Mr. Crawford:** It would be this and it would not be that other one.

**Ms. Leal:** Correct it would only change if we would ask for it.

**Mr. Crawford:** Right now it is sitting at \$5,700.00.

**Ms. Leal:** Right.

**Mr. Whitwill:** Let me make sure I understand this is what you are talking about here.

**Ms. Leal:** It would be in that extra step I sent you in the email with all those pages. I can take you back out there and show it to you if you want. Its number 3 on the copies I gave you.

**Mr. Whitwill:** With the dotted lines?

**Mr. Albrecht:** Correct.

**Mr. Whitwill:** The front part is where you can put books.

**Ms. Leal:** The front part would have shelves so that they can put the holds on and the back part would be the desk part where someone actual sits underneath it. It will have a drawer on each side. Over here is open shelving because it is not big enough to put a drawer there because of the angle. Over here there is open shelving were you can put binders or something. I believe a

drawer on the top. On this side it has pull out drawers and door shelves. The wall back here is all going to have data and power so it can be ran and used at a work station. (drawings shown and referred to)

**Mr. Crawford:** Mary what is the dotted line?

**Ms. Leal:** This is if they wanted to add an addition desk and we did not do that we just did this part.

**Mr. Whitwill:** Okay so it's just this part. So can we separate these 2 things one action item?

**Ms. Leal:** If I might suggest table the top of the veneer on that one and I can have them separate into a new COR that will do the back desk. So that way they can start production on that. My concern is that they start production on what we are going to get. If you guys decide not to get it I respect your decision.

**Mr. Crawford:** It does not affect the laying of the carpet or anything. They are going to put these things on top.

**Ms. Leal:** As far as I know, correct.

**Mr. Albrecht:** We have already allowed you to approve change orders up to a certain amount right?

**Mr. Whitwill:** I think it was up to \$5,000.00?

**Ms. Leal:** Right I can do change orders up to \$5,000.00.

**Mr. Whitwill:** My question is can we table one and approve the other or do we have to table both of them?

**Ms. Leal:** I think you can table the top one and approve the back desk.

**Mr. Albrecht:** Why don't we treat it as just the back one?

**Ms. Leal:** If you look at the change order and it says reference sheet 581 you can approve on the change order request number 3. Approve item number 1 and table item number 2. It is broken down to number 1, 2.

**Mr. Whitwill:** Yes, right I get it.

**Mr. Albrecht:** I so move. Seconded by Mr. Crawford. Motion carried unanimously. Not approving the top just the back desk.

**Ms. Leal:** On change order number 3 approve item number 1 and table number 2 until we get a sample of what the laminate top will look like.

- A-3 Approval of Change order Request from Dawn Electric

**Ms. Leal:** Change order number five, Jackie made extra copies it is the one totaling \$13,472.19.

**Mr. Albrecht:** That is a safety thing we need to do that.

**Ms. Leal:** Yes, do you want me to explain the change order to you?

**Mr. Albrecht:** We already walked through with you.

**Ms. Leal:** Okay then \$2,135.00 is for the demolition to cut the channel out. The \$2,535.23 is for the new power data in floor. The \$1,000.00 is for concrete patch. In the bold **Surface Mounted Raceway and Plugs w/ Surge in Children's Area** this is for cleaning up the electrical in the children's area. The \$3,828.83 is for new LED's in Program Room because they will not work with the new T bar system. The \$680.00 is for (2) new LED's in vestibule going through the program room in the room where the bathrooms are being redone. If you look at the overhead it adds up to \$12,517.71. The overhead and profit there is a certain amount that is automatically overhead and profit for them doing their work. The 2.5% bond premium it comes out to \$13,472.19. The additional thing that goes with this C.O. is the demolition bid and the bid from Dawn Electric with the 3 electrical projects.

**Mr. Albrecht:** We got the money so most of it is safety

**Mr. Crawford:** We are doing it in the children's area too

**Mr. Albrecht:** Rather than running extension cords across the floor and around computers.

**Ms. Leal:** We need them.

**Mr. Albrecht:** I so move, Seconded by Mr. Crawford. Motion carried unanimously.

- A-4 Approval of Change Order Request from Shelco, Screen

**Ms. Leal:** This is for the projection screen change order #6. To do the screen itself the 10 foot one it would fit in the ceiling just like the old one. It would have new power to it with a switch to raise and lower it. The screen itself will cost \$5,075.00, the new power control from Dawn \$450.00 and the ceiling patch by Western cost \$250.00. If you add the overhead and profit with the 2.5% bond premium it comes out to \$6,215.34.

**Mr. Albrecht:** We can just paint the wall with reflective paint.

**Ms. Leal:** Put a sheet up like I do at home.

**Mr. Albrecht:** Put the white board sheets up.

**Mr. Whitwill:** Yes I remember those days.

**Mr. Crawford:** How many places did they go for a price quote?

**Ms. Leal:** We went with two.

**Mr. Albrecht:** That is typical for a screen that size.

**Mr. Whitwill:** Any other questions or comments? Need a motion.

**Mr. Crawford:** I so move, Seconded by Mr. Albrecht. Motion carried unanimously.

- A-5 Approval of Meeting Date Change for June 2015

**Ms. Leal:** Our meeting was on June 9, 2015 and that interferes with graduation ceremonies and things of that nature. To make it match with the School Board Meeting we have changed it to June 23, 2015.

**Mr. Albrecht:** I so move, Seconded by Mr. Crawford. Motion carried unanimously.

### **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.

### **DIRECTOR'S UPDATE**

**Ms. Leal:** I just wanted to let you know as far as replacing the lights in the Program Room I did have PG&E come in to see if they can do anything for us and they couldn't. I did have another quote from another company, they were more expensive than Dawn Electric. I think I sent that to you in my update.

**Mr. Crawford:** I just want to be able to have different quotes from other places.

**Ms. Leal:** Another thing Jackie and I have been working on is the Handbook. I think I shared with you the last time the handbook was revised was in 2007. Many of the changes are needed due to new laws, such as paid family medical leave and now part-timers getting sick leave. It is way past time to have a new one. With the new MOU, the MOU trumps everything, but we need to get the handbook updated. This is something we cannot sit at a board meeting and get taken care of. We need to have a special workshop. I don't know if you want to set up a time today to do it. I am pretty much ready to go if you give me a date I will make sure it is ready by then. I don't know what your schedules are like.

**Ms. Leal:** It will take like a whole Saturday. Or at least 3 hours, unless you want to do it on a week day in the evening, that is an option as well. It will be a workshop, it is not something we can discuss and hammer out at a board meeting. It will take a couple of readings to go through.

**Mr. Whitwill:** I am free most days.

**Ms. Leal:** I know pretty soon Mr. Albrecht is going to get busy.

**Mr. Albrecht:** Yes I already am.

**Ms. Leal:** Would you guys rather do it on an evening or on a Saturday?

**Mr. Albrecht:** Evening

**Mr. Whitwill:** Evening would be better.

**Mr. Crawford:** We could do it in the evening and if we had to come back on another evening.

**Ms. Leal:** That would be fine. The way I have it is; I have it blocked up by old and new. It is also color coded. That way you can see it, but some of it is a given. Also some of the changes over new laws which things we cannot change. So whenever you would like to do it.

**Mr. Whitwill:** Are we talking about a week day evening.

**Ms. Leal:** Yes. We can do it sometime after the 15<sup>th</sup> or the last part of the month that way I know I will be ready.

**Mr. Crawford:** Do it on a Tuesday that we don't have a school meeting.

**Ms. Leal:** What are Tuesdays the dates in April?

**Mr. Whitwill:** The 21, 28 of April we have school board on the 14<sup>th</sup> when is our meeting?

**Ms. Leal:** Our meeting here is on the 14<sup>th</sup>. Do you have a school board on the 21<sup>st</sup>?

**Mr. Whitwill:** Probably, I don't have it on my calendar.

**Ms. Leal:** That would be 2 weeks in a row.

**Mr. Albrecht:** In April do we have one or two? We only have one because of Easter.

**Ms. Leal:** What about the 21<sup>st</sup> would that work?

**Mr. Albrecht:** We can defiantly put it there.

**Ms. Leal:** I would like to make sure I can get a quorum.

**Mr. Whitwill:** The more brains the better.

**Ms. Leal:** We will schedule it on the 21<sup>st</sup> and I can get a yay or nay on 5-3. You want to come earlier I don't know what your schedules are.

**Mr. Whitwill:** The thing is Mr. Chavez is still working so I don't know when it's good for him. I don't know about Ms. Zavala.

**Mr. Whitwill:** Let's do 5:30 the time we usually met. So we will meet on April 21, 2015 at 5:30pm.

**Ms. Leal:** Another thing that I would like permission to do and I don't know if we need to vote on it, but we can. The West Hills Football team has already come once to help us move boxes. They moved stuff from down stairs up and from upstairs down. They are coming again on Friday and I told Mr. Crawford it would probably be around 75 boxes I counted and its 250 boxes. I would like permission to buy the boys pizza. The last time they came in the morning and I got them donuts. So I wanted to buy them pizza or a truck load of hamburgers to thank them for their help.

**Mr. Whitwill:** That is a good idea.

**Mr. Albrecht:** Yes.

**Ms. Leal:** If you feed them they will come. There is no way that we ladies can do it all. We already have three employees with doctor's excuses that they can't do it.

**Mr. Whitwill:** You need the muscle.

**Mr. Crawford:** They are willing to do it too. They have a good coach also.

**Ms. Leal:** Do I need a motion? I just need the consensus of the board to say it is okay for me to do so.

**Mr. Whitwill:** Do we have a slush fund?

**Ms. Leal:** I have a charge card. I just want to say how great it has been to work alongside with Marko Construction. I am very pleased with them.

## **BOARD MEMBER REPORT**

**Mr. Crawford:** I am glad to see that the remodeling is moving along. There is always going to be things that pop up, but it can always improve.

**Mr. Albrecht:** Same thing as Mr. Crawford.

**Mr. Whitwill:** I am real pleased and I appreciate all your time and effort.

**Ms. Leal:** Ms. Collings too.

**Mr. Whitwill:** Thanks to everybody for moving stuff around and all your hard work to you and the staff.

**PUBLIC COMMENTS – CLOSED SESSION 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.

**CLOSE SESSION**

- CS-1 Personnel Matter-Mary Leal, DLS
- CS-2 Personnel Matter-Jacqueline Collings, AA

**REPORT UPON RETURN FROM CLOSED SESSION**

**Mr. Whitwill:** Back from closed session and there is nothing to report.

**ADJOURNMENT**

**Mr. Whitwill:** Motion to adjourn?

**Mr. Albrecht:** So moved, seconded by Mr. Crawford. Motion carried unanimously. The meeting was adjourned at 6:10 p.m.

**DATE OF THE NEXT REGULAR MEETING:** The next regular board meeting is Tuesday, April 14, 2015 at 5:30 p.m. at the Coalinga Library Program Room.