

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF THE
COALINGA-HURON LIBRARY DISTRICT
Tuesday, April 14, 2015 5:30 p.m.
Coalinga Library – YA Room**

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; 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.

APPROVAL OF THE AGENDA

Mr. Chavez: Can I have approval of agenda?

Mr. Albrecht: So moved, seconded by Mr. Whitwill. 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 March checks 013928 thru 013959 in the amount of \$72,586.85 of which \$41,570.38 was for payroll and \$5,792.21 was for Coalinga Renovation Project.
- C-2 Approval of minutes for board meeting held on March 24, 2015.
- C-3 Approval of February/March 2015 Weed list.

Mr. Chavez: Any comments or concerns, anyone from the public?

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

ACTION ITEM

- A-1 Coalinga Renovation Project – Change order #3B Circulation Desk

Ms. Leal: We actually have samples now, we spoke about this before. In the email that I sent you all with the board packet highlighted it.

- Option #1 no upgrades no extra cost, veneer finish. Chris shared with me that it is not a veneer finish it is actually a plastic laminate which is like this (sample shown). That is

the color they chose, but we can change the color if you would like. That would be no extra cost, right Mr. Hale?

Mr. Hale: That is basically your alternate bid price, which was \$9,000 that is what they were going to do. Put a plastic laminate on the top and plastic laminate on the side. A lot of school projects that I do are made out of plastic laminate.

Ms. Zavala: The hospital where I work at the desks is made out of plastic laminate and they are falling apart.

Mr. Hale: We have problems sometimes mostly at schools because we have the tendency of turning the air off during the summer time and with temperature we do have a problem with the glue. You will have your cabinets in the children's area by the alcove that is inside your bookcases that will be out of plastic laminate, but nobody sees that either.

- Option #2 the Avonite upgrade, the one for \$16,615.38.

Ms. Leal: Some of it is that they have to finish the wood.

Mr. Hale: Basically this is the wood veneer (sample shown); this is real wood that is why they also need to finish it, because if you leave it like that you will have other problems with it. I did check with Emerzian who is doing this product. What they do is they get the wood product from the supplier and then they do the manufacturing. They laminate the Avonite to the wood itself. So basically you only get the one year guarantee that is your institute wood work guarantee.

Mr. Crawford: So we have one year on that.

Mr. Hale: Basically you will have one year on everything that you have anyway. All your wood is a 1 year guarantee. Also, with your plastic laminate they also give a 1 year manufactures guarantee.

Mr. Crawford: Now does this hold up good with traffic, the thin stuff? I have been told that a lot of schools and libraries use it and that it used to be a lot thicker.

Mr. Hale: They try to go more with the solid; you're going to have people showing their books over the desk and stuff. They really don't use plastic laminate that much unless it's just the sides like bookshelves that really don't get that much use.

Mr. Crawford: What my concern is why was this not presented to use instead of \$9,000. Why wasn't it presented to us with this kind of top on it?

Mr. Hale: I don't know, when the architect drew it he drew it with the plastic laminate on top.

Mr. Crawford: The box structure is not going to change only the top is so the added cost is just the solid surface.

Mr. Hale: Also the laminate too.

Mr. Albrecht: So the wood is also going to be more expensive and it would look better too.

Mr. Crawford: Also just a \$1,000 just for painting.

Mr. Hale: Just for painting, but the wood itself is actually costing more than your plastic laminate.

Mr. Crawford: I almost had a heart attack when I saw the numbers. In my mind I am trying to justify the price.

Mr. Chavez: Mr. Hale it's not just that, we looked at the project and we told ourselves we are going to spend this amount of money and every meeting the cost is getting higher and higher. My concern is how Mr. Crawford was saying when we were presented the bid which was the reason why we choose this bid. If they would have told us at the beginning what materials were going to be used for the circulation desk we would have had a different outcome.

Mr. Hale: You might have just gone back and kept your old circulation desk.

Mr. Chavez: That is what we wanted to do at the beginning.

Mr. Hale: You can still do that by the way, it's not out of the question. If you really want the old circulation desk you can actually keep that.

Ms. Zavala: That is like remodeling your house and keeping your old furniture no, no, no.

Mr. Hale: Another suggestion is we can get another product like this. This one here looks just the same, but it is \$3,000 less.

Ms. Leal: The amount to finish the wood would be the same.

Mr. Crawford: This is the top (sample shown).

Mr. Hale: Yes.

Mr. Albrecht: It's to replace the solid laminate

Mr. Hale: For that it is a \$3,000 reduction.

Mr. Crawford: When they talk about the waterfall that would be the part going down.

Mr. Hale: Yes it is.

Ms. Leal: It would be the top, not the part where the staff sits to do their writing it's the raised top more like a bar top. That goes all the way down to the ground. We can stay with the same

one, but I can tell you with the kids climbing up on it they kick it and do all that stuff that kids do. That laminate is going to get all marked up and wear out pretty quick. We can keep the old one.

Mr. Chavez: I understand what you are saying, but what we said at the beginning that we were going to spend a certain amount. It is not that we don't want to spend the money on a new circulation desk. We made a list of things that we really need to and the desk is what we got because we did have enough money, but now it's coming back to haunt us.

Mr. Whitwill: I am with Mr. Chavez and I expressed this last time too. It is nice to have that, but it is not a necessity at this point in time. Maybe it is something we can do at a later date when we have the money to do it. I am just concerned that we are spending too much money, like Mr. Chavez. There is a certain amount of money we're going to spend on things we have to do like stuff we needed to approve the electrical, plumbing those kinds of things that were necessities.

Mr. Chavez: Like the pipe in the wall.

Mr. Whitwill: We don't know if we are going to find something else down the road, who knows.

Ms. Zavala: How far are we completion wise?

Ms. Leal: About half.

Mr. Hale: Your plumber did save you a quite bit of money on something that just happened something you probably did not hear about.

Mr. Crawford: I heard about it.

Mr. Hale: You heard about it? If you go back in there and take a look at your bathroom there is a "Y" that goes underneath your entrance. They first figured to tap into that to get your drains in they would actually have to go into that entrance section which means they would have to dig a hole and remove the entire tile in the entrance section. The way he did it he put it very close to the wall, but it passed inspection. The only thing now is what has been planned in there and your general contractor is going to put up a new tack board. I would probably say that he saved you about \$10,000 for not ripping up that floor. That is one thing; you can also go back to Bob and ask him if he can design a new circulation desk that only has the top made out of veneer. This option can be cheaper.

Mr. Crawford: We also have the back desk behind it and it was priced out at \$5,000.

Mr. Hale: Yes.

Mr. Crawford: It is going to get a lot of wear and tear.

Ms. Zavala: When I remodeled my house I had to go through all these things and it was craziness

Mr. Chavez: Maybe he can redesign and it will be less expensive. Maybe I can see putting it in.

Ms. Leal: What would you like the new redesign to look like; because we have to pay him every time he redesigns it. So tell me what you want the redesign to be.

Mr. Albrecht: What are our prices right now? Originally it was \$9,000 the cheaper material?

Ms. Leal: The Avonlite materials would be \$14,000

Mr. Whitwill: It's \$16,000

Mr. Albrecht: So one is \$13,000 and one is \$16,000.

Ms. Leal: Okay, no.

Mr. Chavez: It's \$9,000 or \$16,000.

Ms. Leal: Let me explain it to you.

Ms. Leal: The original price as \$9,000, with the Avonite it will be \$14,400 you can take out the \$1,038.22 you can't get away from that, that is a given that is for the sealer finish. The next one was the \$10,000, \$11,000 to do that one. In the email I sent, there was an anonymous donation of \$5,000 for a new circulation desk.

Mr. Chavez: I was going to say that too.

Mr. Albrecht: Yes.

Ms. Leal: Those are the options we can keep the old one it doesn't matter to me. We just need to make a decision.

Mr. Crawford: Is the donor for the upgrade or for the \$9,000?

Ms. Leal: It's for the upgrade.

Ms. Zavala: That is half the price right there.

Ms. Leal: Yes, that was all part of the alternate bid that was accepted.

Mr. Whitwill: Aren't the \$14,000 and \$11,000 above the \$9,000?

Mr. Albrecht: Yes

Ms. Leal: Correct.

Mr. Whitwill: Yes that is an addition.

Ms. Zavala: So its \$9,000 plus \$14,000

Mr. Whitwill: Yes, but then we have the \$5,000 donation.

Mr. Albrecht: I redid my kitchen too and I put the cheaper tops on nice maple cabinets and I told myself that I will redo them next year and they are still there.

Mr. Hale: I think the LG is a better product then the Avonite and its \$3,000 less.

Mr. Crawford: What if we told him to redesign it how much would the redesign cost, but you are also adding that on top of the cost.

Mr. Hale: He is going to charge you \$3,000.

Mr. Whitwill: To redesign?

Mr. Hale: Yes.

Ms. Leal: Yes.

Mr. Hale: Well they get paid \$100 an hour.

Mr. Chavez: Ms. Zavala?

Ms. Zavala: I would go with the upgrade I am a woman and I want it nice. We are not going to be able to re-due this for a long time. If we got it, let's do it.

Mr. Chavez: I am looking at this; we have the \$5,000 donation. I am going to tell you this for the future, it doesn't matter if we get donations or not we need to keep the cost down. You are seeing what we are doing right now and I told you before just because we have this money it does not mean we are going to spend it all at once. We are thinking ahead because this money is what is helping us run this library. Do I have a motion to approve the change order?

Mr. Albrecht: With the LG so moved.

Mr. Crawford: The lower of the 2?

Mr. Chavez: Yes, can I get a second? So there is no second we are going to table it and go back to the architects. Do I have a motion to go back to the architects for a new layout?

Mr. Albrecht: If we go back to the architects we are going to spend an additional \$3,000.

Ms. Zavala: Let's move to go with the good stuff.

Ms. Leal: Do you mean you are going second the motion for the good stuff?

Ms. Zavala: Yes, I make a second to the good stuff.

Mr. Albrecht: This was the second.

Ms. Zavala: Well its better then what that is.

Mr. Chavez: Yes better than this.

Mr. Crawford: The only thing that I found out about that is if you get a light scratch on it, it can easily be buffed out.

Mr. Chavez: So we went from laminate to LG.

Mr. Albrecht: The LG will last us a long time.

Mr. Chavez: Do I have a motion to go with the LG top?

Mr. Albrecht: You have a motion for the LG top.

Mr. Chavez: But no one seconded it.

Mr. Whitwill: No one seconded it.

Ms. Zavala: Second.

Mr. Chavez: So that is just to move, so now a vote.

Mr. Albrecht: So moved, seconded by Ms. Zavala. Motion carried four to one.

Mr. Chavez: I've been saying we need to watch our spending.

Ms. Leal: They have been wanting to add other things and I have been saying no.

Mr. Whitwill: That is true.

Mr. Albrecht: The thing is that when everyone who walks into the library they are going to see that.

Ms. Zavala: And it has to look good.

Mr. Chavez: It's like I said before it goes to the same thing we are talking about we have to watch our spending.

Mr. Albrecht: We have to make choices.

Mr. Chavez: For this time because of the \$5,000 donation, but if it wasn't for that I don't know.

Mr. Whitwill: Yes.

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 this time or until the specific items 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. Chavez: Anyone from the public?

Mr. Dominguez: I am just glad you are discussing.

Mr. Chavez: I remember the comments about watching our spending and we are doing it.

DIRECTOR'S UPDATE

Ms. Leal: This week is National Library Week, Huron is doing 3 events. We usually do something every day, but under the circumstances our space is limited. Today they are having bingo in the adult section and on Saturday we are having the carnival. This will be a 3rd year and it's a free carnival.

As far as renovation they will have painting and carpet next week. Shelving in the children's section should be installed on the 27th next week on Monday. The other side of the news is we have to move everything from the adult area, Tech Services office, Director's office, circulation area, and desk sitting area.

Mr. Crawford: When they do the circulation area they will all go into the program room?

Ms. Leal: Yes and no, Ms. Collings and I will be located in the YA room because this room locks and we have files that are confidential and other people can't be going through them. A staff member suggested that I had not really thought about that.

Mr. Albrecht: The entrance will be the new wing?

Ms. Leal: The entrance will be at the Program Room and/or the new wing. I told Marko that I have to have live data and everything to check in and out books. There will be a couple of people in the new wing, a couple of people in the Program Room, and there will be a couple of people by the circulation desk in the Children's area. In my little mind I have it all planned out. The children's books in the new wing will be back in the Children's Area. The books in the

adult area will be on the tables in the new wing. The boxes will be underneath just like the children's are right now. One thing that I did add and I hope it can get done is the phones. There is a phone line here in the YA Room, new wing, children's area, but there is no phone line in the Program Room. I hoping that they can pull a line in there and it will be good to do so because sometimes we have conference calls when one of you are not present at a meeting. When we don't need it we can just not have a phone in there.

Mr. Crawford: Maybe later on we can have internet in the Program Room.

Ms. Leal: They are going to put data lines in the Program Room. There will be 14 power and data in the Program Room. They will be located on the back wall and underneath the windows.

Mr. Hale: We can drop just a temporary phone line for now.

Ms. Leal: We have to have a phone line, because most of our business is phone business.

Mr. Crawford: Are we putting the security doors up?

Ms. Leal: Yes, we are going to have them up in the new wing. We have kicked that around how we are going to set them up because of the ADA compliance for the wheelchair button. We can't have it on the wall because they would have to go around to open the door then come back to go through the gates. So we are going to put it in front of the gates.

Mr. Albrecht: Are they going to put the railing up outside that door?

Mr. Hale: We are going to take a look after the landscaping is done and make a decision at that time. It is supposed to be like that, but to me I do think we do need a little railing or something like that.

Mr. Crawford: It will keep the direction of the flow of people some will walk straight.

Mr. Hale: Yes, after phase two is done you will have your ADA in the front done. Also, they had moved the bathroom into phase three because they were going to tear up that entrance, but now it's back into phase two.

Ms. Leal: Also in the Program Room they have been putting in all the duct work for the new air conditioning unit. They asked if we need air in there and I said, "You betcha". Just because we are going to have staff members in there so they have the new duct work hooked up to the old unit. They still have to insulate it, but all the duct work is in place. They also added some new beams to hold the structure.

Mr. Hale: They are also going to do add some on this other side. We have had some structural problems, but we have been able to cut it so that has been taken care of.

Mr. Chavez: Mr. Hale we approved the video cameras when do you think we can set those up?

Ms. Leal: Intrusion is part of the plan for the alarm system. The video cameras are outside of the scope of this work.

Mr. Chavez: No, once everything is done when are those video cameras going up because I have concerns.

Ms. Leal: I do too. That is actually something we can do now, because most of those are going up on the outside of the building and some of them are on the inside on the corners.

Mr. Hale: If you were going to do them this would probably be the time to do them.

Mr. Chavez: Okay.

Ms. Leal: Wait until we are done or do them now.

Mr. Chavez: Do them now.

Mr. Hale: You can get them in your phase three.

Mr. Crawford: You can get the inside and then the outside anytime.

Mr. Chavez: Okay.

Mr. Hale: They also re-did your parking lot.

Mr. Crawford: It looks very nice.

Mr. Hale: Before they just put the seal and that is why you can see every bump.

Ms. Leal: Usually for National Library Week we do a book walk and I said I was not going to mess it up and write all over it.

Mr. Albrecht: And you can't use water to wash it off.

Ms. Leal: Speaking of water I have shut all the water and everything for the land. One reason for that was because of the construction them driving on the lawn.

Mr. Albrecht: We don't want to lose our trees, but we don't necessarily need green grass.

Ms. Leal: When they were tearing up to grade and to put new cement they found some pipes that they had to mess with so we decided for them to cap them off because they were abandoned pipes anyways. They were just old sets that they did not take out when they put the new sets in. I made sure that Thomas checked them before so that way we knew that they were not being used and he also checked that the new ones are working with no leaks. Back here they had to relocate a lot of pipes because of the new ADA ramp. They pressure checked that and it is all working properly they did that a long time ago.

Mr. Hale: Yes they did.

Ms. Leal: Inspections have been passing with no problem.

Mr. Hale: No we have not had too much trouble with the inspections. The next inspection that is coming up is electrical.

Ms. Leal: They found Asbestos in the wall in the back where that tack board is. They thought that the hole had asbestos, but it ended up being only around the pipes.

Mr. Hale: In fact you can see some still that is not disturbed. They don't care about that. The part that we actually had to take out they had to come and abate that. It was the old insulation around the water pipes.

Ms. Leal: They said the rest was fiberglass so they did not have to mess with that. They thought the whole wall was asbestos, but it was only that one section so they did not have to abate it. It was maybe a quarter of it that they had to do. Now the next thing is just boxing the adult section.

Mr. Chavez: Anything else, does anyone have any questions?

Mr. Crawford: Yes about that one.

Ms. Leal: Oh, we have tentatively planned a meeting for next Tuesday at 5:30 p.m. to go over the handbook. I had a meeting with Jay Rosenlieb and he has finished the revision that I wanted thus far. It was mostly grammatical and spelling things of that nature. He redid all of that and most of it is legal, but there are some changes. The majority is legal stuff because the last time it was revised in 2007. Tentatively we scheduled a work shop next week to go over it. I don't know if you all want to make that happen or not.

Mr. Chavez: We need to have that done before our next meeting. Let's go ahead and plan it on that day.

Ms. Leal: At 5:30 p.m. it's like 60 pages.

Mr. Chavez: Since it's a special meeting let's make it at 6:00 p.m.

Ms. Leal: Since it's a special meeting I have to post it 24 hours ahead.

Mr. Chavez: Yes.

Mr. Albrecht: Just put that we are looking over revised handbook.

Ms. Leal: Okay.

BOARD MEMBER REPORT

Mr. Chavez: Mr. Crawford?

Mr. Crawford: Everything is looking good, it is good to see that we have a good working relationship with the contractor. Just a few little bumps like the one here, but hopefully we don't have many more.

Mr. Albrecht: Nothing.

Ms. Zavala: Nothing.

Mr. Whitwill: Nothing.

Mr. Chavez: Everything looks good.

ADJOURNMENT

Mr. Chavez: Motion to adjourn?

Mr. Albrecht: So moved, seconded by Mr. Crawford. Motion carried unanimously. The meeting was adjourned at 6:02 p.m.

DATE OF THE NEXT REGULAR MEETING: The next regular board meeting is Tuesday, May 12, 2015 at 5:30 p.m. at the Huron Branch Library.