

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES OF THE  
COALINGA-HURON LIBRARY DISTRICT  
Tuesday, October 13, 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

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

**TRUSTEES ADSENT:** Mr. Chavez, President; Ms. Zavala, Trustee

**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:** Need 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 September 2015 checks 014272 thru 014314 in the amount of \$290,097.12 of which \$42,071.49 and \$169,509.13 was for Coalinga Renovation Project.
- C-2 Approval of minutes for Board Meeting held on September 8, 2015.

**Mr. Whitwill:** Anybody have any question, anybody from the public? I need a motion.

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

**STAFF INTRODUCTION**

**Ms. Leal:** I would like to take this time to introduce our two new employees. This is Jane Morales our new Cataloging Services Clerk and she is doing a great job she has caught on quickly she has us caught up already being that the position has been vacant for five or six months. This is Gina Gabriel she is our new Children's Librarian Specialist she is doing a great

job, she has come to us with lots of library experience and working with students. I am very happy and pleased to have them here. I would like to welcome them immensely.

**Mr. Whitwill:** Welcome aboard we are glad you are with us.

## **ACTION ITEMS**

- A-1 Approval of Cameras/Alarm System Coalinga Library

**Ms. Leal:** I would like to replace Tyco they have worn out their welcome with me. We have been having issues with them, last time we had the alarm go off we called them three times and none of them were any help. I kept telling them to turn it off and they kept giving me the run around. We had another incident and we again had to talk to three different people to finally get the right answer. With that being said I am very disgruntled with their service. So since we are in the process of putting in new cameras hopefully and the new alarm system I am proposing that we get a company to do the same thing all at once so that way we don't have an alarm company, camera company, and a burglar company. I would rather that one person handles it all. I had a board member ask me a couple of questions and I called the alarm company so I could get them clarified. If you look at the first sheet it says, "Quote for burglar alarm and system check". It is for \$3,534.43 I asked them what exactly that amount covers. He said it is to bring two technicians out. They are going to check all the wires that are here and make sure that they are indeed okay. The main bulk of it is for travel and labor because they come from Fresno. They are adding three additional motion sensors that they felt we needed and after installation if we go with them their monthly monitoring is \$101.90. Everything has a 2 year warranty on it. Their service charge to come out here is \$250 per visit or for \$20 a month we can do a service contract, but that only pays labor. We would still have to pay for their travel, and parts would not be included. With all the warranties we don't know exactly if a service contract is good or if it is a gamble. This is the quote for Knight Guard Alarm.

**Mr. Whitwill:** The warranty is on the equipment, but not on the installation?

**Ms. Leal:** That is a good question I am assuming on the installation, but I would have to double check with them. It says warranty for system is 2 years and the rest talks about the service charge. It says system, but I don't know if it included installation.

**Mr. Crawford:** I think it should honor something.

**Ms. Leal:** Yes, if there is something faulty they should.

**Mr. Whitwill:** There has to be some kind of guarantee on the installation. If they make a mistake installing it and something goes haywire.

**Ms. Leal:** Okay

**Mr. Crawford:** Mary you were saying something about \$100 a month on one part of it

**Mr. Albrecht:** Monitoring

**Ms. Leal:** That is for monitoring the whole system.

**Mr. Crawford:** That other \$20 would be on top of that.

**Ms. Leal:** That would be the service contract. That would be added on to the \$101.90 a month, but again it is a gamble if we want to do that because that only covers labor.

**Mr. Whitwill:** So then we would have to pay for transportation and parts that was not under warrantee.

**Mr. Albrecht:** Yes.

**Ms. Leal:** I do have a comparison quote which is \$11,626.38 and that is to put the cameras in. The other one was for the burglar and monitoring system. This one is for the cameras and there are (27) cameras, (1) 32 channel DVR w/8TB hard drive, (2) 22" Monitors, (2) Power Supply, and (1) Misc. Parts, Wire. Ms. Collings went and dug out what we paid for Huron in 2013 for B & D, again I am not real happy with their service every time we call them to come out they want to charge us a ridiculous amount and they always take two to three days to come. I would like to shy away from B & D I do have some invoices that show when they came and charged us \$1,500.00. To do a comparison with B & D what they did in Huron in June 2013 which was 2 years ago it was \$5,500.00 and it was for (1) DVR, (12) cameras, and (1) monitor. It is a little bit more than double the cameras and the price is a little bit more, but it was 2 years ago. I can look and get other quotes if you want. With the construction contract we had an intrusion plan in there and they put in the glass break monitors and other things, but that did not include the monitoring. The good thing is that they included the Honeywell box and they (Knight Guard) can hook right into that. The fire alarm system they can also use that as well, but we just have to contact Tyco and see if that is their equipment or see what our contract states.

**Mr. Crawford:** You are covering all the three that you always do?

**Ms. Leal:** Yes, it is fire, burglar, and cameras it is separate system, but they would be able to hook them up together and monitor them all at the same time.

**Mr. Crawford:** So if something did happen we would only deal with one company.

**Ms. Leal:** Right and I think we discussed putting in cameras before we did the construction and we decided to wait until the construction is over. Last week I think on Wednesday we had a little boy come up missing. The police came and asked if we had cameras and I said no not yet. So, I think it is time.

**Mr. Whitwill:** Going back on B & D do they also provide monitoring?

**Ms. Leal:** No they don't do any monitoring and basically when something has gone wrong in Huron Nathan just goes and fixes it for us because he knows how to do all of that stuff.

**Mr. Albrecht:** Basically all it is going to do is record and you have to go back and look through all of that stuff.

**Ms. Leal:** But that has definitely paid for itself because when somebody dropped the gun and the police have used that more than we have. We have had a couple of more issues that it has worked out to our benefit.

**Mr. Whitwill:** Do we have any monitoring service out there at all?

**Ms. Leal:** Not from an outside source, but we have the burglar and fire and again it is separate from the cameras. There is a monitor that sits at the circulation desk that they use and like Mr. Albrecht said we can record.

**Mr. Whitwill:** I was just thinking we had the burglar alarm system that we have monitoring.

**Ms. Leal:** Yes we do have that in Huron they have ADT, but as far as the cameras that is a whole separate issue.

**Mr. Whitwill:** I was really concerned about monitoring the alarm system for burglar and fire. ADT is a good company, but you are talking about Tyco.

**Mr. Albrecht:** What alarm company are you talking about?

**Ms. Leal:** Knight Guard Alarm is a company that Chris Hale that does our construction management had recommended and they also do all the Visalia School's.

**Mr. Albrecht:** I have heard of them.

**Mr. Whitwill:** How much do we pay for monitoring the alarm system in Huron?

**Ms. Collings:** That bill is paid quarterly and it runs from \$200-300 a month.

**Mr. Whitwill:** So it's about \$90 a month. Ok, any other questions or comments?

**Mr. Crawford:** So right now it is only monitoring for motion and fire?

**Ms. Leal:** Right, it would be just like ADT for burglar and fire. The monitoring system that was put in for the intrusion with the contract is glass breaks, so if the window breaks and they say a certain pitch also alarms them and the door as well. So if the doors are jiggled and opened the motion detectors, door breaks, and glass breaks alarm.

**Mr. Whitwill:** So all the exterior doors will be alarmed.

**Ms. Leal:** Correct.

**Mr. Whitwill:** The windows will be alarmed in the sense if that they get broken.

**Ms. Leal:** Correct, yes they don't do the wire like they used too it is all wireless now.

**Mr. Albrecht:** Make sure they can't get into the room without passing through one.

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

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

- A-2 Approval of Updating Internal Phone System – Helios

**Ms. Leal:** When we did the construction I added four phone jacks one in the Kay Anthony Wing and another one in the circulation desk. I have the jacks, but I don't have the phone system to go with them. The old system we had is the Anaya system and the wires are falling apart and Jackie and I literally duct taped the one in my office. The system is a problem. Not only is the system old and being a problem we have to completely redo everything including the new phone jacks I put in. Chris Hale gave me two companies' numbers. I called one in Tulare and it took them days to get back to me and they told me that they hate to turn business down, but they just don't want to take on something coming this far. I said I totally appreciate you being honest with me, but if I can't find somebody else I will be giving you guys a call back. The second company I called also by recommendation of Chris Hale is called Helios and it is for \$7,805.54 and we will be getting

- ✓ 10 New Phones
- ✓ 2 Licenses
- ✓ 13 Voicemail Set Ups

I asked what they meant by licensing is it something we need to renew every year because normally when you get a license that is what you have to do and he said no it is a onetime purchase on installation.

- ✓ 10 ACL units

The good thing about that is that we will not be using the wires in the walls anymore it is an all wireless system. It will lie on top of the SJVLS internet system it does not go through the internet lines meaning it will not slow our bandwidth down, but somehow it lay's on top of it. Nathan and I got on the phone with SJVLS and they said yes that it will work, but that we would have to be at the mercy of AT&T because sometimes they work faster than other times.

**Mr. Whitwill:** The trippy wiring we don't have to worry about and replacing it and rewiring I like that a lot.

**Ms. Leal:** In the scope of work the new phone system will be VOIP and use existing data switches. So that new box we put in the tech room they will use the switches in there. The router and data will require some programming to segment voice and data traffic. The system has a three year software support agreement so that is a good thing. This agreement covers any bugs and future enhancements at the time of expiration the customer has the option to renew. It is a software support agreement and if there are any updates during those three years they will give those to us. All equipment has a five year warranty which covers any defects it does not include damage due to negligence. All training will be provided at time of installation. The

installation will take place during regular business hours. Helios has provided a discount of \$1,102.75 as trade of the old Anaya system as well as government nonprofit and the discount has already been applied. What I really liked about them we called them, they came out the next day and before he left he had the quote in my hand. They also do the fire department here in town that leads me to believe that they don't have a problem coming out here when needed. I can get another quote if you guys need me too. This happened on Thursday afternoon and I knew we did not have a whole lot on the agenda and I put it on there because I knew it had to be posted on Friday.

**Mr. Whitwill:** I like that it has been recommended by Chris Hale and I also like the fact that they already have business in town which helps a whole lot. We don't want to stick to what we have so I need a motion.

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

### DIRECTOR'S UPDATE

**Ms. Leal:** Basically the hard core construction is done. The last bill will be paid to CM Construction. The last big payment to Marko was \$166,455.50. All we have left is the retention and that will be paid in 30 days. What the retention is when the job is done we retain 10% of the whole amount so that if we have any problems like if a subcontractor puts a lien on it or something like that. When that is done I go to the Fresno County Recorder's Office and file with a recorder a Notice of Completion and then that starts the 30 days. After that Chris Hale will send out notices to all the sub-contractors so that if they have any liens they either have to take care of it with Marko or we keep the retention to take care of it. The circulation desk looks great; there are just a few tweaks here and there that need to be done. They already put in the storm door. Mr. Crawford took a peek at it with me this morning. It looks pretty nice and it should not be hard to open. It has about six latches all around it.

**Mr. Albrecht:** It's going to stop all the rain we are going to get from going in.

**Ms. Leal:** Yes it will. It is definitely better than what was on there. So now that it is water tight and air tight we can start using that big area for storage as well and nobody can break.

**Mr. Whitwill:** Are we going to have a final walk through?

**Ms. Leal:** Yes this Thursday is the final inspection with the city inspector and after all that it is putting boxes away and straightening out things and putting it together. I want to do professional signage for the library. I want to do something more pleasing to the eye and more permanent now that we are not going to do this type of renovation again. I put out a contest for students of all ages including West Hills College. I have a contact at West Hills that hopefully sent it out to the Graphic Arts Department and their entire student body. The deadline is November 18<sup>th</sup> so that way the best graphic artist that does the best fiction and non-fiction will get a \$100 prize. It was also announced in the paper so hopefully between that and we sending out information to the schools, we will get some good things that come back. I would rather put it out to the community and let it be a community event than a professional to do it.

## **BOARD MEMBER REPORT**

**Mr. Crawford:** Nothing

**Mr. Albrecht:** Nothing

**Mr. Whitwill:** Nothing

## **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 within, 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. Whitwill:** Anybody?

**Ms. Bowerman:** I do, I don't know if anyone else does, wasn't there a question about the first page of the agenda in the financial section?

**Mr. Dominguez:** The numbers might not add up somebody needs to do the math again.

**Ms. Leal:** Oh where it says \$290 that is obviously wrong, Okay. I will redo it and do a correction in the minutes.

**Ms. Bowerman:** I have something else something different that I hope will get corrected so that it does not happen again to me or someone else. It is very upsetting. Let me start by saying a set of patrons. "Referring to Mr. Albrecht", am I interrupting you? I have been a patron since I moved to Coalinga it's been 10 years now. I applied for a library card for my mother years ago and I have power of attorney. I have used that card on a weekly basis and to my dismay on Friday, well actually I was here on Friday and on Saturday morning I came back to print something and I went online and both of the cards said there was an error. I did not know why I asked a couple of the librarians and I learned that both cards had been suspended for two weeks. That Friday when I was here no one had the courtesy to ask me or tell me. I was told they were suspended because I was in violation of a policy because I was using my mother's card when I have power of attorney. When I signed the application, I applied for the card, I was given the card, I put power of attorney when I signed for it and yet I had to bring in a copy of the power of attorney paperwork in order to have those cards lock lifted. I was wondering and I don't know what policy I violated because I have power of attorney so therefore I didn't violate any policy. I would like to know what policy I violated and what is going to be done to make sure this doesn't happen again in the future and that library staff is educated to what power of attorney means.

**Ms. Leal:** Do I need to answer that?

**Mr. Crawford:** She is addressing the board we can take the information.

**Mr. Albrecht:** We cannot address it because it is not on the agenda.

**Ms. Leal:** Okay.

**Mr. Albrecht:** We can ask you to look into it and get back to us. According to the Brown Act that is what we are allowed to do.

**Ms. Bowerman:** When do I learn what the result is, I would like to know what policy I violated.

**Mr. Crawford:** She (Ms. Leal) will address us back at the next meeting or if there has to be a special meeting.

**Mr. Albrecht:** She should get back to her without going through us.

**Ms. Leal:** Well Ms. Bowerman and I did speak today.

**Ms. Bowerman:** But I asked you what policy I violated and I said in my opinion I am not in any violation and you said we have a difference in opinion and that is why I am bringing it here because I want to know what policy I have violated when I have power of attorney. Why now when all these years of doing this. I can't help but think that this is personal and retaliation for my efforts in the past and I don't want to be harassed.

**Mr. Crawford:** Again maybe she could address that situation and get back to you.

**Ms. Bowerman:** But it wasn't satisfied, I did not get an answer that is why I am here.

**Mr. Albrecht:** We will ask her for detailed information.

**Mr. Whitwill:** That is all we can do is ask her and bring it back to us.

**Ms. Bowerman:** Okay

**Mr. Whitwill:** Okay

**Ms. Bowerman:** Thank You.

## **CLOSE SESSION**

- CS-1 Personnel Issue – Pursuant to Government Code #54957

Closed Session started at 6:00 p.m.

**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 6:28 p.m.

**DATE OF THE NEXT REGULAR MEETING:** The next regular board meeting is Tuesday, November 17, 2015 at 5:30 p.m. at the Coalinga Library Program Room.