

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES OF THE  
COALINGA-HURON LIBRARY DISTRICT  
Tuesday, August 11, 2015 5:30 p.m.  
Coalinga Library**

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

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

**TRUSTEES ADSENT:** Mr. Chavez, President

**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 May checks 014171 thru 014223 in the amount of \$251,818.82 of which \$39,895.12 was for payroll and \$179,865.35 was for Coalinga Renovation Project.
- C-2 Approval of minutes of Board meeting held on July 28, 2015

**Mr. Crawford:** Why are there two checks for Susan Johnson for \$300.00 each?

**Ms. Leal:** Yes we caught that, she was someone who did a program for us and we double paid her, but she gave us one of the checks back.

**Mr. Crawford:** So it would only be \$300.00?

**Ms. Leal:** Correct.

**Mr. Whitwill:** Anybody else? I need a motion to approve the Consent Agenda.

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

## **ACTION ITEMS**

- **A-1** Coalinga Renovation Project – Change Orders

**Ms. Leal:** Mr. Hale will explain that to us.

**Mr. Hale:** The first one I want to discuss with you is change order #17. What that is for is the electrical floor boxes and insurance extension for the main circulation desk and for the desk area. This is for the low voltage that will be going into your tech room. There is also an extension on this and how that extension comes about is we will go back to our regular change order and I am looking at how the project came about and how many days they need to do the project. It is going to be going past our original substantial completion date. Our original substantial completion date was July 27<sup>th</sup>. Currently I am looking at August 27<sup>th</sup>, 28<sup>th</sup> something like that. So when you look at the root causes of that it really mostly has to do with what we have done here with the change orders and how we impacted the contractor. It changes about \$7,000.00 a month it is an extension on the added insurance that we requested. The normal liability insurance is just a yearly not extra, but we actually asked him to take out an extra million dollars and they did so. Marko is going to get charged an extra \$1,568.64. I am trying to work it out so that they won't charge us for any added supervision and general commission of extension because we are going to be going over 30 days. We will go ahead and see about picking up the added insurance that we are having to pay out of pocket.

**Mr. Crawford:** And there is no mark up on the insurance.

**Mr. Hale:** There is no mark up. I asked for that because it is a past thru.

**Mr. Crawford:** That is what I thought when I was first looking at it.

**Mr. Hale:** It is like I do you a favor and we will do you a favor, but don't mark up the favor.

**Mr. Whitwill:** It is kind of a tradeoff.

**Mr. Hale:** Yes

**Mr. Crawford:** They have this 15% accumulated, instead of having it part of the mark up.

**Mr. Hale:** Usually you have it in the contract the sub gets 15% and if you notice he was his own sub on his concrete work so he gets to add 15%. Normally they add another 5%, but we took that off too. That is generally in the contract that they get 15% then they will add an additional 5% for their overhead and profits. I have seen that as high as 30%, I have seen a sub add 15% and a general add 15%, but that is why you will see a lot of the contracts now they're general contractor 5%.

**Mr. Crawford:** I was just starting to see a certain percentage and you will also get a certain percentage on the tax.

**Mr. Hale:** What he did there was charge himself the 15% and a charge on top of his own work another 5%. It was only \$8.00, \$9.00, but it was still something. Basically that is what that change order is. I still expect to have another change order for credit, because there are some items not going to be done.

**Mr. Crawford:** The cleaning up and the tale end stuff.

**Ms. Leal:** I did some flopping of some electrical work that we ended up not needing, but did need someplace else. That credit will also be coming.

**Mr. Crawford:** I would like to make sure if we do have any more for us to know because it is getting pretty tight.

**Mr. Hale:** In fact that is the next change order that you will see. The actual contract order number one which means you would have to put in another one because if he gives us a deduction, I would have to remove that from this contract. You would have to vote on that and it would be another change order request. To get that actual contract change I would like you to move on this one for the \$9,187.57.

**Mr. Whitwill:** Anybody else? Can I get a motion?

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

**Ms. Leal:** Mr. Hale has one more thing.

**Mr. Hale:** This is actually the contract change order #1 and it actually changes your contract it is all 17 of those change order requests and I believe that you have seen that. By the way this right here is in process with the architect and the general contractor because they both have to sign this too. Basically this is giving the authority to say I am going to pass that change. I put Ms. Leal's name on here you can give her the authority to sign it after it comes all the way through, but she doesn't sign it first. This is going to ask for two things, dollars and time. What I have done here we have increased the contract by \$87,246.60 that was the 10% that you approved at that one board meeting for contingency. So what happens when the contractor passes through change order requests he basically can get paid for them, but now he is up to the point that he cannot. We will change his contract by \$87,246.60, but there will also be an increase over the contingency of another \$12,774.45. What I have done; I have an attachment and that attachment basically shows all those seventeen change order requests that you have. I put those on here so that you know what it is and also what the reason for those were. Most of them were owners, but some of them is the building too. Sometimes when you touch certain things in the building they break.

**Mr. Crawford:** It could have been worse.

**Mr. Hale:** Actually it could have been. The total is \$100,021.05 that is what you are going to increase the total contract contingency which includes the extra \$12,774.45. This gentlemen's contract will be \$972,487.05 by approving that and you have already approved all these change orders what that does now is; he can bill for all the change orders.

**Mr. Whitwill:** He can get paid.

**Mr. Hale:** He has been getting paid up to the contingency point, but at some point in the next pay app he will be over that so he will be able to get paid. Also I explained about the days and items I wanted to increase by 32 days in this contract. That also needs to be board approved because it actually changes this contract. The date of substantial completion as of the date of this change order is August 28, 2015. Now I have made substantial completion there are still 30 days on top of that to get final completion as of the date of this change order is September 28, 2015. What is the difference, substantial completion just says you can use the building for its intended use. What we have done there on the 28<sup>th</sup> is basically is Marko will have his punch done we will walk around with the punch the architect, myself, him and Ms. Leal. All the little fixes that need to take place basically you can be moving your boxes of books into the shelving that is going to be out in the center. Your circulation desk will be there you will be functioning as you should be functioning. They will be going around taking care of things that need to be taken care of. That is sort of a legal thing because of the contract code and all retentions have to be paid within 60 days of that time period. Unless we have something that is not taken care of we are allowed to hold 150% of that amount of money it is going to take to fix it, we would have to document that. Final completion means they have all their paper work done, you have all your as built in, owner's manuals basically you are at 100% completion status. Your punch list is done, everything is done. At that point final completion is when I will make up some paper work Ms. Leal gets to go to the county seat and file it with them. At that time we also will mail out a letter I'm not sure how Fresno County does it, but if anybody put in their 20 day billing notice to them they will also mail out letters and basically we just tell all the subs that final completion has now been reported. They have only 30 days to put a lien if that happens. It is kind of nice to get that in and get it passed with no liens. Normally we like to wait until that 30 day is done before any retention is released. With change order number one basically we are increasing by that amount of dollars and the 32 days.

**Mr. Whitwill:** That was all part of A-1?

**Ms. Leal:** Yes.

**Mr. Whitwill:** Do we need to vote again?

**Ms. Leal:** Yes.

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

- A-2 Approval of Resolution 2015 – Monterey County Parcel Tax

**Ms. Leal:** Monterey County Parcel Tax (*document read*). We get taxes from Monterey, San Benito, and Fresno County. Monterey is like \$133 and San Benito is like \$300 something it is not a whole lot, but it pays for a few books. I just need a motion and a second.

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

**Mr. Whitwill:** Roll call

**Ms. Zavala:** Yes

**Mr. Albrecht:** Yes

**Mr. Whitwill:** Yes

**Mr. Crawford:** Yes

**Ms. Leal:** On all three documents I need Mr. Whitwill to sign and Mr. Crawford as well.

**Mr. Albrecht:** San Benito and Fresno County are the same one?

**Ms. Leal:** Yes, San Benito and Fresno County are the same exact one, but they are just a little different

**Ms. Zavala:** How much do we get from Fresno County?

**Ms. Leal:** Right now it's about \$162,000.00.

- A-3 Approval of Resolution 2015 – San Benito County Parcel Tax

**Ms. Leal:** San Benito County Parcel Tax (*document read*) Roll call, vote.

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

**Mr. Whitwill:** Roll call

**Ms. Zavala:** Yes

**Mr. Albrecht:** Yes

**Mr. Whitwill:** Yes

**Mr. Crawford:** Yes

- A-4 Approval of Resolution 2015 – Fresno County Parcel Tax

**Ms. Leal:** Fresno County Parcel Tax (*document read*) Roll call, vote.

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

**Mr. Whitwill:** Roll call

**Ms. Zavala:** Yes

**Mr. Albrecht:** Yes

**Mr. Whitwill:** Yes

**Mr. Crawford:** Yes

**Ms. Leal:** Thank you these parcel taxes are worth some money.

- A-5 Approval of Coalinga Record Column – Librarian’s Corner

**Ms. Leal:** I am asking permission to do an article in the Coalinga Record. I don’t know if you are familiar with the section the Park and Rec has. They have a little verbiage and so does the Chamber of Commerce as well as the Imaginarium. They have approved for me to do a column that would be called “Librarian’s Corner”, but I wanted to get your permission before I say yes. I promise it will not be editorial, it will not be my opinion, and it will not have any editorial component at all. It will have 500 words and it will be about what is going on in our library. It will be purely informational I wanted to get your permission to do it and also get any input for what you will like to see on that.

**Mr. Albrecht:** Sounds good I think just what is happening at the library.

**Ms. Leal:** Yes what is going on what is coming up; maybe thank people who have donated because you know we do have people that donate. Pretty much it would be more of a public announcement. That is more or less of what I am looking for 500 hundred words might sound like a lot, but it is not.

**Mr. Whitwill:** Alright, do we have a motion?

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

- A-6 Approval of Kingsburg Insurance Premium

**Ms. Leal:** It is that time of year again Mr. Blayney came by the other day and we went over the policy. The Property and Liability Insurance had not been updated in a couple years ago since we remodeled the Huron Library. So I asked him to come out so we can go over that and he reassured me in an email he just sent me we are at the national limit and what he does is he measures the building there is so much per square foot. If you look at the coverage the building part is if you were to take the building and turn it upside down, it does not cover whatever falls

out, but everything that is attached to the building is covered. Our new HVAC unit is covered, the new shelves he assures me, all of that is covered. I just wanted to know if we had enough replacement cost to cover for the million dollars we are spending to put into the library. That was my main issue and I also provided him a list of all the computers that we have. He explained to me what property and general liability was. There is an automobile coverage clause in there we don't own any vehicles, but let's say Jackie and I are driving to the bank and something happens it would cover us as long as we are doing something for the library it would cover us.

**Mr. Whitwill:** Library Business

**Ms. Leal:** Right.

**Mr. Crawford:** If you were going to Huron or something

**Ms. Leal:** Right, Excess Liability is a million each occurrence it is kind of an umbrella blanket policy to cover everything. Again he has assured me that this will cover everything that we have and he went back and did a double take to make sure that we were in national limits. The email he sent to me yesterday said, based on the Marshal and Swift Boeckh, LLC building cost estimate system which is used by many insurance companies to provide estimated cost evaluation. The limits of insurance for both the Coalinga Building at \$2,432,093.00 for 11,732 square feet and the Huron Building at \$576,813.00 for 2,800 square feet are adequate to replace the building with re-replacement construction to similar standards including functional style and finishes that will also include soft cost. Be aware that the policy does not cover earthquake coverage which was quoted and the premium was declined. I'll be happy to obtain a current quote for coverage if desired. I declined the earthquake coverage because it was outrageous and they also have to offer by law something for terrorist. The premium is pretty stiff you also have to prove that it was an intentional terrorist act. That is very hard to prove so I went ahead and declined that also. If you want to look into adding earthquake and terrorist protection we can. The premium only went up \$168.00 from last year.

**Mr. Albrecht:** Not much.

**Ms. Leal:** I figured that was not much.

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

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

## **DIRECTOR'S UPDATE**

**Ms. Leal:** We have the audit the week of the 24<sup>th</sup> they do some of it here and some at M. Scott's Office and it is scheduled by Sanborn & Sanborn Accountancy Co.

For the Cataloging Services Clerk we had 33 people that applied, we only had 19 of them show up for testing so there was 13 no shows. We had 10 people that passed with a 70% or

above. The other 9 people scores ranged from 24% to 66% so they do not move on to the next phase. Ms. Collings and I have set up interviews for..

**Ms. Collings:** The 1<sup>st</sup> and 2<sup>nd</sup> of September.

**Ms. Leal:** We are doing five each day. It sound like it is a long ways out, but I always like to give them enough time just in case they do have another job or have a life they can go ahead and rearrange to have that done.

DSJ which is the architect for designing the Huron Library received an award. It states; “Design Award of Honor” California Council Society of American Registered Architects. It goes on to say; “In recognition of superior achievement and professional design excellence for project Huron Library Renovation, location Huron, California. It is signed by John Maple of SARA California Council President. It was handed out at Rancho Mirage, California on May 30, 2015. It is also signed by Manuel Oncina, FARA Award Chairman. Art also said the Huron Libraries architecture will be entered into some other things as well.

Children’s Specialist is the other job opening that we had with 3 applicants. Tomorrow Ms. Collings and I will be doing testing for that position at 9am. I have a pretty stiff test for them; it will be based on what they do as a Children’s Librarian. It is not cataloging. I gave them a question that would say, “If I give you this project how you would do it.” It is going to take them a couple of hours to finish; it is about 8 or 10 questions. I want to know if they walk in that door that they can do what I need them to do as a Children’s Librarian. A lot of those things can be taught, but if you know how to do Story Hour and Summer Reading and you know those kinds of things. Those are the things that I want to know that they can do.

As you walked around and looked at the construction, the plastic should be down tomorrow. Carpet goes in tomorrow, shelves are scheduled to go in next week. There was like 10 people working here today it was really busy. It is going to really start to show. The front doors are in and it looks like it’s getting put back together again.

**Mr. Hale:** They are looking at doing the punch list 27<sup>th</sup> or 28<sup>th</sup> something like that.

**Mr. Crawford:** When will you need the football players, they would not be available until the first.

**Ms. Leal:** Let me see because some of the stuff I think we can move because it is a short distance, but maybe we can hold off for them until we have to move the boxes.

**Mr. Crawford:** If you find somebody for next week let me know, but he will have some guys available next week.

**Ms. Leal:** Let me count how many boxes we are moving I am counting 30 or 40, but after that we are going to have about 500. Which we will not have them do all at once.

## **BOARD MEMBER REPORT**

**Mr. Crawford:** It is starting to look nice. You look at some of the work orders and you see the total and start to question the amount, but then you see the time and it starts to make sense.

**Ms. Leal:** Thank You.

**Ms. Zavala:** I have nothing.

**Mr. Albrecht:** Nothing.

**Mr. Whitwill:** I don't have anything either.

### **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. Whitwill:** Anyone from the public?

### **ADJOURNMENT**

**Mr. Whitwill:** Can I have a motion to adjourn?

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

The meeting was adjourned at 6:08 p.m.

**DATE OF THE NEXT REGULAR MEETING:** The next regular board meeting is Tuesday, September 8, 2015 at 5:30 p.m. Huron Branch Library.

