

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

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

ADMINISTRATION PRESENT: Ms. Mary Leal, Director of Library Services; 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. Campbell: So moved, seconded by Mrs. Zavala. 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 015050 thru 015094 in the amount of \$80,185.21 of which payroll was \$43,186.85.
- C-2 Approval of minutes for Board Meeting held on February 14, 2017.
- C-2 Approval of Withdrawn List – February 2017.

Mr. Chavez: Are there any questions, if not can I have a motion to approve?

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

ACTION ITEMS

- A-1 Surplus List Sale Items

Ms. Leal: We are starting our book sale on Saturday clear through next Saturday and we are also going to have an electronic surplus item sale. When I started I did a policy about how to discard and dispose of surplus items so we do have a policy on that. You did not get this list because it did not get finished until today. You have a list of all the surplus items that are going to be sold. In the past we sold computers for five dollars because they did not have an operating system on them it was just the shell, but we learned that if they have a key code on them we can

re-install Windows. Nathan put free software on them; that you can use to do word processing and basic computer items.

Ms. Leal: If you look at the list we have them priced, if it is a complete package with a monitor, tower, keyboard, and mouse we are pricing \$75. Some are a little bit less because they don't have the whole package. We also have some printers and ink cartridges that we no longer can use. Those are going for two dollars and different things like this. This is the whole list if there are any questions I will do my best to answer them. These are things that are out of warranty, we get between three to five year warranties on all of the equipment and once they are out of warranty they are fairly old and obsolete. We have replaced about ten or eleven computers this year. Staff knows that the same thing with the book sale applies to the surplus items. No presales, the staff knows that they go in when the doors open just like everybody else.

Mr. Campbell: What are the disposal fees, because if you go to Best Buy to buy a computer you have to pay a disposal fee. What is our liability if this ends up on the side of the road?

Ms. Leal: That has never crossed my mind.

Mr. Campbell: Because a lot of people throw them away instead of trying to pay for disposal.

Mr. Albrecht: Yes.

Mr. Campbell: You have to pay for disposal for your computer monitors especially.

Mr. Albrecht: Especially the old monitors.

Ms. Leal: The front sheet says, "Sold as is no returns no warranty, all sales are final

Mr. Albrecht: All identifying marks are removed?

Ms. Leal: Yes, but I will double check that.

Mr. Campbell: Just make sure we keep this list of what was sold and who it was sold too so that if a highway patrol comes up and says I found three computers out there on that road, the golf course used to be a good dumping road.

Ms. Leal: Make sure all traces are removed and keep a list of who exactly they were sold too I can do that.

Mr. Chavez: Nothing else, can I have a motion to approve?

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

- A-2 Seed Library Resolution

Ms. Leal: I have spoken before about the Seed Library. We are still separating seeds because they came in packets of twenty five seeds and we ordered like a hundred of each one. I think we are going to have like thirty three hundred packets of seed. The West Hills College had a day of service and the students came and they painted over graffiti for us, they power washed all the windows and they also separated seeds. We are in the process of getting that all finished. I don't know if you have been by the Community Garden it looks pretty nice. This is all in support of that, but again you do not have to be part of the Community Garden people to checkout the seeds. I thought it would be nice to go ahead and do a resolution to be presented at the City of Coalinga. There will be a correction to it I have just noticed that it says resolution number three and we already have three resolutions, so this will be resolution number four. I will make that correction.

Mr. Chavez: Anything else, can I have a motion to approve?

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

Mr. Chavez: Roll call because it is a resolution.

Mr. Albrecht: Yes

Mr. Chavez: Yes

Mrs. Culbertson: Yes

Mr. Campbell: Yes

Ms. Zavala: Yes

- A-3 Huron Project #2 – CM Construction Contract

Ms. Leal: This contract is from Chris Hale. We have worked with CM Construction for the Coalinga Project and the last Huron Project. His actual roll is somebody that looks out for the libraries best interest. He is there basically to protect the library, to make sure that everything is going in our favor. Between the contractor and the library, myself and everybody involved. When we did the Coalinga Project I got two other quotes and the two other quotes were between two to three times more than his quote. So I have explored that option before. This is the contract that he gave us. I sent it to Michael Shaddix, he is the same person I sent the DSJ contract to. I did get a letter and he said that this contract is acceptable. If you go to the last page there is one thing that he thought we might want to get corrected. There is not a decimal on the \$9,600 it is wrong. We will definitely have that corrected before the contract is signed other than that he thought that it was acceptable. If approved I will have Chris resend the contract. Something else that I noticed as I was reading through it, DSJ did not say how long the project was going to take. They are suggesting four months.

Mr. Albrecht: It doesn't take long.

Ms. Leal: I guess because it is from the ground up and you don't have to tear anything down demo and everything.

Mr. Albrecht: It is faster that way.

Ms. Leal: I guess.

Mrs. Culbertson: And no surprises.

Ms. Leal: The contract is for a little less than \$40,000; Bob from DSJ has already spoken to me asking is there anything that we are wanting to change. I said no that everybody seemed to be happy with it, I was happy with it, the Board was happy with it and the staff was happy with it. When we did the Huron project we didn't hire Chris until after the Huron project had already started so he was not in on the bid openings. When we did the Coalinga Project he was there from the beginning and that really made my life easier to breathe through and to go through it. We work really well with him and never have any problems with him.

Mr. Chavez: On this one we had the transition from the other company.

Ms. Leal: So that is what this is all about.

Mr. Campbell: My only concern if it doesn't end in four months this is going to get pretty expensive pretty fast at \$150 an hour.

Mr. Chavez: That is just an estimate though.

Mr. Albrecht: He was pretty good last time.

Mr. Chavez: If he does not have to come he does not come.

Ms. Leal: He has so many hours that he commits to the project. Sometimes instead of having a construction meeting like every week we will have it every other week if there are no decisions to make. He is really good about keeping track of hours to not go over the contract price.

Mr. Chavez: If nothing else can I have a motion to approve with the correction.

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

DIRECTOR'S UPDATE

Mr. Leal: As I already shared with you the Seed Library is moving forward. I forgot to mention to you at the last board meeting there is a chance that we can get a \$30,000 grant from USDA again for work. I forgot to mention it to you at the last board meeting.

Mr. Chavez: You spoke to Sally?

Ms. Leal: Yes I have spoken to Sally and she said that there is that money available not nearly as much as we got before, but we will take it. I just need to get together with her to finalize whatever we need to do about that. That \$30,000 will almost cover this CM Construction contract. What else have we been doing?

Ms. Collings: Seeds

Mr. Albrecht: Why are you separating them?

Ms. Leal: Because they come in packages of 25 and we are not giving out each person 25 seeds when they check out seeds. We are giving them six to ten seeds.

Mr. Albrecht: Oh okay.

Ms. Leal: So we have to break them down into all these little envelopes which are what we have been working on. We have to separate them and then make labels to put on the outside of each one and there are more than 4,000 envelopes.

Mr. Albrecht: What kind of seeds do we have?

Ms. Leal: Most of them are edible vegetables and a couple of them are flowers. I had someone else pick them out just to make sure that they were the right zone and the right type. That is not my expertise in anyway shape or form so I had somebody else pick them out. So far for the Seed Library we have \$400 invested in it so it is not a huge investment, a lot of time, a lot of staff time. We also had 50 packages of seed donated for free from the seed company so that was good.

Mr. Chavez: You have your evaluation coming up.

Ms. Leal: Okay do you want me to send out the forms it will be in June.

Mr. Chavez: Might as well send them and get done with it.

Ms. Leal: Do you want me to send the evaluation forms or bring them to the next board meeting?

Mr. Chavez: Just bring them.

Ms. Leal: Okay that is all I have.

Mr. Chavez: Our 700 form we have to give you a copy right?

Ms. Leal: Have you guys filled out your 700 form for the school district?

Mrs. Culbertson: I did it, is in the truck.

Mr. Albrecht: I already gave it to her.

Mr. Campbell: Ida has it.

Ms. Leal: I will get ahold of her to get a copy if that is okay with everybody.

BOARD MEMBER REPORT

Mr. Campbell: I have nothing

Ms. Zavala: I have nothing

Mrs. Culbertson: I would like to see that garden.

Ms. Leal: It is on Pierce St. on the other side of Van Ness St.

Mr. Albrecht: Nothing

Mr. Chavez: I also don't have anything.

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.

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 5:48 p.m.

DATE OF THE NEXT REGULAR MEETING: The next regular board meeting is Tuesday, April 25, 2017 at 5:30 p.m. at the Coalinga Library Program Room.