



**CITY OF CORNING
LIBRARY COMMISSION AGENDA**

**WEDNESDAY, APRIL 4, 2012
CITY COUNCIL CHAMBERS
794 THIRD STREET**

A. CALL TO ORDER: 5:30 p.m.

B. ROLL CALL:

**Commissioner: Dean Blankenship
Judy Turner
Susan Olson Higgins
Sylvia Meents
Chairperson: Marilyn Bright**

C. BUSINESS FROM THE FLOOR: If there is anyone in the audience wishing to speak on items not already set on the Agenda, please come to the podium, give your name and address, and briefly identify the matter you wish to have placed on the Agenda. The Commission will then determine if such matter will be placed on the Agenda for this meeting, scheduled for a subsequent meeting, or recommend other appropriate action. If the matter is placed on tonight's Agenda, you will have the opportunity later in the meeting to return to the podium to discuss the issue. The law prohibits the Commission from taking formal action on the issue, however, unless it is placed on the Agenda for a later meeting so that interested members of the public will have a chance to appear and speak on the subject.

D. REGULAR AGENDA: All items listed below are in the order, which we believe, are of most interest to the public at this meeting. However, if anyone in the audience wishes to have the order of the Agenda changed, please come to the podium, state your name and address, and explain the reason you are asking for the order of the Agenda to be changed.

- 1. Waive the Reading and Approve the Minutes of the January 4, 2012 Meeting with any necessary corrections.**
- 2. Report by Tehama County Interim Librarian Sally Ainsworth.**
- 3. Discussion of Library's building maintenance improvement options for repairing the interior and exterior Library wall, and replacing the carpet and Heating/AC Unit followed by a Commission recommendation to Council.**

E. ITEMS PLACED ON THE AGENDA FROM THE FLOOR:

F. COMMISSIONER REPORTS AND ANNOUNCEMENTS:

**Blankenship:
Olson Higgins:**

Turner:

**Meents:
Bright:**

G. ADJOURNMENT:

The Corning Library Commission serves as an advisory body to the Corning City Council and the Tehama County Library Director on Public Library issues including recommendations for building improvements, improvements to the literary, music and film collection and planning for future library service to the Community of Corning. The Commission provides a public forum for the proposal and discussion of public library services that benefit the Community. Ideally the Commission would encourage community volunteers to work together in the planning for current and future library facility and program needs.

POSTED: THURSDAY, DECEMBER 29, 2011

THE CITY OF CORNING IS AN EQUAL OPPORTUNITY EMPLOYER



**CITY OF CORNING
LIBRARY COMMISSION MINUTES
WEDNESDAY, JANUARY 4, 2012
CITY COUNCIL CHAMBERS
794 THIRD STREET**

A. CALL TO ORDER: 5:30 p.m.

B. ROLL CALL:

**Commissioner: Dean Blankenship
Judy Turner
Susan Olson Higgins
Sylvia Meents**

Chairperson: Marilyn Bright

All Commissioners were present.

C. BUSINESS FROM THE FLOOR: None

D. REGULAR AGENDA:

- 1. Waive the Reading and Approve the Minutes of the July 6, 2011 Meeting with any necessary corrections.**

Commissioner Turner moved to approve the minutes as written. Commissioner Olson Higgins seconded the motion. **Ayes: Blankenship, Turner, Olson Higgins, Meents and Bright. Opposed: None. Absent: None. Motion approved by a 5-0 vote.**

- 2. Report by Tehama County Interim Librarian Sally Ainsworth.**

Tehama County Interim Librarian Sally Ainsworth updated the Commissioners on the Los Molinos Library. It remains open and volunteers are fundraising to keep the Library open. The Trax Van that had been donated to the County Library system could not be financially supported and has been transferred to the Tehama County Landfill to be used for recycle education. The Basic Computer classes went well in Red Bluff and if volunteers can be found this class will be offered to Los Molinos and Corning. Ms. Ainsworth also reported that she is expecting grant money from the United Way for children's programming in the amount of \$6,458.14 to be received quarterly through 2012. The Red Bluff Ladies Auxiliary donated \$500 for the "Stories in a Box" project that would benefit at home preschoolers and daycares.

- 3. Discussion of Commissioner Olson's Proposal for a Library Expansion.**

Commissioner Blankenship referred to past meetings where the possibility of expanding the Corning Library had been on the Library Commission Agenda. In April 2008 Tehama County Librarian Caryn Brown had used a software program to provide 3 different floor plans if an expansion were feasible. In September 2008 the Library Commissioners favorably voted to place a cap on the expenditure of the Ridell Funds so that 25% of the funds would remain in the Trust Fund. Commissioner Blankenship mentioned that Caryn Brown had made many efforts to search for grants that could possibly match the Ridell Funds but grant funds were not available. He also expressed that due to the current economy an expansion at this time would not be in the best interest of the Library.

Commissioner Judy Turner mentioned that an expansion would not be practical and that the Library would be getting less space for what it would cost for the construction.

Public Works Director John Brewer arrived at the meeting at 5:45. He informed the Commissioners the City was actively seeking a solution for the moisture problem with the exterior walls. He mentioned that the City would reimburse the Library for books that had recently become damaged by mold. Sally Ainsworth will prepare a cost invoice.

Mr. Brewer informed the Commissioners that he was present in 2004 when the City had contacted an architect to provide expansion plans. But, since that time the economy took a turn for the worse leaving Library staffing at a bare minimum. There does not seem to be a need at this time for an expansion.

Sally Ainsworth mentions that she would like to add new books to the inventory for customers to enjoy. She also mentioned that it will not be much longer before all of the computers at the Library will need to be replaced.

Commissioner Judy Turner offers that the Corning Friends of the Library could offer funds for the purchase of new books.

Commissioner Turner made a motion to have City Staff research the feasibility of using the Ridell Funds to replace the carpet, replace the HVAC unit, paint the interior wall, correct the moisture problem with the exterior walls of the Corning Library building and provide a Staff Report at the next Library Commission Meeting in April. **Ayes: Blankenship, Turner, Olson Higgins, Meents and Bright. Opposed: None. Absent: None. Motion approved by a 5-0 vote.**

E. ITEMS PLACED ON THE AGENDA FROM THE FLOOR:

F. COMMISSIONER REPORTS AND ANNOUNCEMENTS:

**Blankenship:
Olson Higgins:**

Turner:

**Meents:
Bright:**

G. ADJOURNMENT: 6:17pm

Dawn M. Grine
Deputy City Clerk

ITEM NO. D-3
DISCUSS LIBRARY BUILDING MAINTENANCE
IMPROVEMENT OPTIONS AND MAKE
RECOMMENDATION TO CORNING CITY
COUNCIL TO EXPEND RIDELL FUNDS

APRIL 4, 2012

TO: LIBRARY COMMISSIONERS, CORNING, CA
FROM: DAWN GRINE; PUBLIC WORKS SECRETARY
JOHN L. BREWER, AICP; PUBLIC WORKS DIRECTOR & CITY MANAGER



SUMMARY:

Staff recommends that the carpet at the Corning Library be repaired and cleaned for the cost of \$336.40 and that the paint expense be expended from Budget Line Number 001-6750-1700, Building Maintenance/Library.

Staff also recommends that quotes be sought to apply a water proofing sealant to the exterior walls of the Corning Library to solve the problem of moisture seeping through the exterior walls.

As far as the HVAC unit is concerned, Staff has decided to accept the recommendation of Bickley's Air Conditioning and not replace the existing unit at this time. Staff will be utilizing Bickley's Air Conditioning for service repairs and will closely monitor the performance of the Library's HVAC unit.

BACKGROUND:

At the January 4, 2012 Library Commission Meeting the Commissioners requested that Staff research the feasibility of using the Ridell Funds to complete improvements at the Library. Among those are to replace the carpet, replace the HVAC unit, paint the interior walls and seek a solution to the moisture intrusion problem with the exterior walls.

City Manager John Brewer posed the question to City Attorney Mike Fitzpatrick. Please see the attached letter from the City Attorney indicating that the proposed improvements could be paid for with the Ridell Funds.

Staff gathered cost estimates in anticipation of putting together specifications for each project. (Note that to protect the integrity of future bid processes, we have not provided the actual proposal amounts, but "cost ranges".) The following information is provided:

Carpet: We contacted Corning Carpet to get a "ballpark estimate" of the cost to replace the Library carpeting. Mellissa Norried of the Corning Carpet Store in Corning evaluated the carpet at the Corning Library. Her recommendation was that the existing carpet was in fair shape and did not need to be replaced. However, she did identify a few areas in which some minor repairs were needed and that the carpet was in need of a good cleaning.

Though she didn't recommend replacement, Ms. Norried did provide a cost estimate in the range of \$10,000 to \$15,000 for

replacing the carpet. She also projected a cost of around \$100.00 to complete the identified repairs.

Johnson's Turbo Clean provided a cost estimate of \$200 to \$250 to clean the existing carpet.

HVAC Unit: Frank Bickley, Jr. of Bickley's Air Conditioning in Red Bluff provided a cost estimate of between \$10,000 and \$15,000 to replace the existing HVAC unit that is 10 years old. Bickley's installed the existing unit in 2001. Mr. Bickley stated that the existing unit typically has a performance life of 18 years and he does not recommend that the unit be replaced. Bickley's serviced the unit on February 29th for a cost of \$204.18.

Interior Wall: No estimates will be sought for the interior painting as the City intends to provide the supplies and Tehama County Interim Librarian Sally Ainsworth will make arrangements with the Job Training Center in Red Bluff to have the job completed by their "Experience Works" program. Ms. Ainsworth has previously used the same service program to paint the interior of the Library in Red Bluff.

Exterior Wall: Norman Zuppan of Ken's Painting Service in Corning provided a cost estimate of between \$2,500 and \$5,000 to pressure wash, apply two coats of sealant and one coat of an anti-graffiti solution to the exterior wall of the Corning Library.

RIDELL TRUST:

Staff reported the Ridell Trust Fund had a balance of \$212,812.09 at the January 2012 Library Commission Meeting. For many years now Staff and the Library Commissioners have tried to come up with an affordable way to expand the Corning Library using the Ridell Trust Funds. Due to the poor economy and the unsuccessful search to find matching grant funds, an expansion at this time is not practical.

In the meantime, building maintenance is crucial in keeping patrons comfortable and the books safe from moisture damage.

RECOMMENDATION:

That the Library Commissioners recommend to City Council:

- To direct Staff to have the Corning Library carpet repaired and cleaned using Budget Line Number 001-6750-1700, Building Maintenance/Library, and
- To direct Staff to seek quotes to repair the exterior wall of the Corning Library using the Ridell Funds for the expense of the exterior wall project, in accordance with City Purchasing procedures.

To: John Brewer, Public Works Director

From: Mike Fitzpatrick, City Attorney

Re: Library Commission question concerning Ridell Trust

Date: January 10, 2012

ISSUE: Can the Ridell Trust Account funds be used to complete some major building purchases, including new HVAC, carpeting, painting the interior of the building, and treating the exterior of the building to prevent moisture intrusion?

ANSWER: Yes.

DISCUSSION: The key language needed to answer this question is contained in City of Corning Resolution 11-26-91-1 which establishes the basis for the City's acceptance of this gift from the William W. Ridell Estate. That language is "WHEREAS, the funds are directed to be used exclusively for the Corning Library for major expenditures, not operating expenses..."

It is my opinion that none of the proposed expenditures of funds outlined in the question raised would be considered "operating expenses." Although the building itself is owned by the City of Corning, it has for years been used exclusively for library purposes and expenditures made to preserve the integrity of the building and protect its contents are justifiably solely for "library" purposes.

"Operating expenses," in my opinion, would be payment of salaries for staffing the library, payment of utility expenses, and these kind of recurring expenditures needed to keep the library running month to month. There is no question in my mind that protecting the integrity of the building where the Corning library is housed would be entirely consistent with the donor's intent and therefore a legal use of Ridell Trust Account funds if the County Librarian and the Corning Library Commission both approve these expenditures.