

MINUTES  
926<sup>th</sup> Regular Meeting  
Board of Library Trustees  
Palos Verdes Library District  
Peninsula Center Library  
December 9, 2004  
7:30 p.m.

1. CALL TO ORDER

The meeting was called to order at 7:30 p.m. by Board President Paulson.

2. ROLL CALL

Board Members Present: Trustees Jane Jones, Bill Lama, Bob Lee, Nancy Mahr Ted Paulson

Board Member Absent: None

Staff Present: Director Kathy Gould, Finance Director Julie Lovelace, Executive Assistant  
Merna Marshall

Consultant Present: Rick Coleman, Owner's Agent

3. SALUTE TO THE FLAG

Trustee Mahr led the flag salute.

4. ADOPTION OF AGENDA

**MOTION** by Trustee Jones to adopt the agenda, as presented.

**MOTION** passed 5 to 0.

5. PRESIDENT'S REMARKS AND BOARD MEMBER COMMENTS

California Library Association Annual Conference

Board President Paulson reported on the recent California Library Association annual conference, the theme of which was "*Something for Everyone*", a subject matter well worth the time and effort put on by the conference attendees and speakers, with workshops and presentations for everyone in attendance (from technical to management and leadership) and an overall schedule that was worthwhile and beneficial to everyone.

Thanks to Peninsula Cities and League of Women Voters

Trustee Lama thanked the Peninsula cities and the League of Women Voters for inviting the Board members and Director to their wonderful Christmas parties this year.

6. COMMUNICATIONS AND COMMENTS FROM THE PUBLIC CONCERNING ITEMS NOT ON AGENDA

There were no comments.

7. ELECTION OF OFFICERS OF THE LIBRARY BOARD OF TRUSTEES, 2005

President

Trustee Paulson opened nominations for President of the Board of Trustees. Trustee Mahr nominated Trustee Jones for President. Nominations closed.

**VOTE** was taken and Trustee Jones was elected President 5 to 0.

Vice President

Trustee Paulson opened nominations for Vice President. Trustee Jones nominated Trustee Lama for Vice President. Nominations closed.

**VOTE** was taken and Trustee Lama was elected Vice President 5 to 0.

Secretary

Trustee Paulson opened nominations for Secretary. Trustee Paulson nominated Trustee Lee for Secretary. Nominations closed.

**VOTE** was taken and Trustee Lee was elected Secretary 5 to 0.

Comments by Trustee Paulson

Trustee Paulson thanked the members of the Board for their outstanding support during the past year, adding that the community is fortunate to have each one of them on the Board.

Comments by Board President Jones

Board President Jones thanked Trustee Paulson for an outstanding job as President of the Board during the past year, emphasizing that he has conducted the meetings very well, introduced several new ideas, and has been a very productive president, conducting Library business very well.

Board President Jones thanked the Board for their vote of confidence in her as President and expressed her hope for a productive 2005. She stated that now that the District is in a better situation than in the past few years, and because of the District's wonderful, enthusiastic hard-working staff, she looks forward to Director Gould's continued leadership and guidance for the entire District, as well as to working with the Board in the coming year.

8. CONSENT CALENDAR

At the request of Trustee Paulson, Items 8.A.2 (Minutes of the Special Meeting of November 18, 2004) and 8.D (Statistical Report) were removed from the Consent Calendar for discussion.

**MOTION** by Trustee Lama that the Board of Library Trustees hereby approves the items and recommended actions in the Consent Calendar listed below, with the exception of 8.A.2 (Special Meeting of November 18, 2004) and 8.D (Statistical Report).

**MOTION** passed 5 to 0.

A. APPROVAL OF MINUTES

- 1) REGULAR MEETING – November 11, 2004  
Recommended Action: The Board of Library Trustees hereby approves the minutes of the regular meeting of November 11, 2004 as presented.
- 2) SPECIAL MEETING – November 18, 2004 (removed for discussion)

B. CASH DISBURSEMENTS PRESENTED FOR APPROVAL:

Recommended Action: The Board of Library Trustees hereby approves the November 2004 cash disbursements presented for approval:

General Fund	\$345,103.64
Gift Fund	\$0
Building Fund	\$79,532.20
Asset Replacement Fund	\$0
Cost of Issuance	\$0

C. PERSONNEL

1) SELECTIONS

Recommended Action: The Board of Library Trustees hereby approves the following selection:

<u>Name</u>	<u>Class.</u>	<u>Position Title</u>	<u>Status</u>	<u>Effective Date</u>
Louise Beebe	PI	YR Librarian	FTS	12/01/04

D. STATISTICAL REPORT – CIRCULATION, PUBLIC USE, QUESTIONS ASKED, AND COLLECTION DATA (removed for discussion)

E. FINANCIAL REPORT - 2004/2005 APPROVED BUDGET PERFORMANCE REPORT FOR 11/2004

Recommended Action: The Board of Library Trustees hereby receives and files the above financial report, as submitted.

F. CONTRACT UPDATE REPORT

Recommended Action: The Board of Library Trustees hereby receives and files the Contract Update Report through November 2004

G. SPECIAL DISTRICT TRANSACTION REPORT

Recommended Action: The Board of Library Trustees hereby receives and files the Special District Transaction Report for Fiscal Year 2003-2004 ending June 30, 2004

H. SAFETY COMMITTEE MINUTES

Recommended Action: The Board of Library Trustees hereby receives and files the Safety Committee Minutes of November 9, 2004, as submitted.

9. CONSIDERATION OF ITEMS REMOVED FROM CONSENT CALENDAR

8.A.2 SPECIAL MEETING – November 18, 2004

Trustee Paulson made the following corrections to the minutes:

Page 1: "Trustee Mahr arrived at 7:05 ~~8:05~~ p.m."

Page 6: ""...as they found no signs of a ~~the~~ system and if..."

Recommended Action: The Board of Library Trustees hereby approves the minutes of the special meeting of November 11, 2004, as corrected.

8.D. STATISTICAL REPORT – CIRCULATION, PUBLIC USE, QUESTIONS ASKED, AND COLLECTION DATA (removed for discussion)

Recommended Action: The Board of Library Trustees hereby receives and files the Statistical Report for November 2004

In response to Trustee Paulson's inquiry regarding the significant decrease in circulation of CDs and Videos, Director Gould explained that the circulation numbers have decreased significantly since the charges were reinstated in July.

Trustee Mahr pointed out that in-house use of items has gone up across the board, even if circulation use is down.

**MOTION** by Trustee Paulson to approve the Minutes of the Special Meeting of November 18, 2004, as corrected and to receive and file the Statistical Report for November 2004, as submitted.

**MOTION** passed 5 to 0.

10. BOARD COMMITTEE REPORTS

A. JUBILEE COMMITTEE REPORT – FINAL REPORT OF THE PALOS VERDES LIBRARY DISTRICT'S 75<sup>TH</sup> JUBILEE YEAR (TRUSTEE JONES)

Trustee Paulson reviewed the background of the year-long celebration of the 75<sup>th</sup> Anniversary of the District and thanked Board President Jones for accepting the responsibility of overseeing the Jubilee Celebration, from concept to completion, on behalf of the entire Board during the past year.

Board President Jones reviewed the 75<sup>th</sup> Jubilee Year Summary Report (copy appended).

B. GOVERNMENTAL RELATIONS COMMITTEE REPORT (MAHR)

Trustee Mahr reported that the State Legislature is currently in recess and noted that there will be plenty to report in January once the Governor's proposed budget is presented.

C. FUNDRAISING COMMITTEE REPORT (MAHR)

Trustee Mahr reported on the Fundraising Committee meeting of December 7, which included review of the charge from the Board and discussion of the various steps the Committee must take in order to carry out the charge. She noted that the next committee meeting will be held January 11, at which time they will attempt to clarify the roles of the various library groups in fundraising activities, as well as the types of giving that they expect to take place with a major fundraising effort.

Board President Jones explained that, due to budget constraints in Sacramento which prompted the taking of local monies to balance the State budget, as well as the significant unfunded Asset Replacement work needed at all three libraries, the Board agreed established a Fundraising Committee to review items such as how much money is needed and explore the various fundraising methods available. She noted that the committee consists of representatives of the Library Foundation, Friends of the Library, the Library Advisory Committees, staff and the Board, and each will discuss the items from the committee meetings with their respective organizations.

D. COMMUNITY RELATIONS COMMITTEE REPORT (TRUSTEE LEE)

Trustee Lee reported that all three Library Advisory Committees had a robust year, mostly due to the various programs in conjunction with the 75<sup>th</sup> Jubilee. He noted that every Library Advisory Committee has had at least one new member in the past year and emphasized the importance of recruiting new members for the committees on an ongoing basis.

11. DIRECTOR'S REPORT

Director Gould reported on activities during the past month (copy appended).

12. PENINSULA CENTER BUILDING REMEDIATION

Board President Jones explained that Trustee Paulson will present the Remediation Committee report, followed by the Owner's Agent Report, followed by consideration of the final recommendations regarding the Peninsula Center Library Remediation Repair Options, which the Board will vote on if they are comfortable in so doing. She noted that the Board has received documents listing the various projects and their costs, which must be considered tonight, as well as other projects that are not on the critical list but could be handled through Asset Replacement or maintenance funding, at the discretion of the Board.

A. REMEDIATION COMMITTEE REPORT (TRUSTEE PAULSON)

Trustee Paulson explained the purpose of the special Board meeting of November 18 being the review of recommendations to date, get answers to questions from the consultants and receive input from the public. He pointed out that the Remediation Committee has met since that time and, based on preliminary recommendations and public input, finalized the recommendations for remediation to be presented tonight.

Trustee Paulson explained that the Remediation Committee has identified remediation items that are considered critical for which dollars must be spent, including: *Water Intrusion Defects*; *Structural Damage*; and *Safety and Code-related Issues*, with recommendations for approval of a budget being made this evening. He added that acting on the three critical areas tonight will provide the impetus to allow the start of the design phase in order to begin the actual work in early 2005 and explained that the Board will, at the January regular meeting, consider additional recommendations for those items that have been determined to have a lower priority.

B. OWNER'S AGENT REPORT (RICK COLEMAN)

Owner's Agent Rick Coleman made a PowerPoint presentation on the *Palos Verdes Library District Remediation Project, Critical Project Recommendations from the Remediation Committee* (copy appended).

C. CONSIDERATION OF FINAL RECOMMENDATIONS REGARDING PENINSULA CENTER LIBRARY REMEDIATION REPAIR OPTIONS

Owner's Agent Rick Coleman reviewed the items that the Remediation Committee has prioritized by category and determined the order of priority for which they are to be addressed, as shown on the Remediation Repairs Project Report. He noted that approximately 50% of the pre-construction budget has been spent.

Mr. Coleman reviewed the proposed measures to address the Critical – Water Intrusion Problems outlined in the report, specifically:

- Roof parking: after much discussion, the strategy related to the rooftop parking is to continue the work done in the past few years of removing selected areas within the slab, adding new drains, providing waterproofing and new concrete.
- Planters: remove rooftop planters and provide alternate architectural solutions; remove and replace waterproofing on vertical surfaces of ground level planters and provide drainage mat behind waterproofing
- Exterior Insulation Finish System (EIFS) to replace the entire EIFS would cost over \$1 million and this is not necessary given that much of the EIFS has concrete behind it and it is not necessary to replace the EIFS in these areas. The EIFS will be removed and replaced in selected areas, and other areas will be patched.
- Fire alarm system: the leaks in the fire alarm system will be repaired, where accessible.

In response to Board President Jones' inquiry whether the repairs will include the rooftop parking walls that have been damaged due to exploration and subsequent repairs, Mr. Coleman stated that the cost estimate includes making the building look new once finished. He added that while this is not the "Cadillac" solution and it does present certain long-term maintenance concerns, it's a good decision based on what was found and the budgeting constraints.

Trustee Lama conveyed that, after listening to the architects describe the problems, he was initially concerned; however, at the last meeting he asked if the "Cadillac" solution would give a permanent solution and the answer was "no"—plaster cracks as well and may ultimately leak—and he is now comfortable that the repair job will be sufficient, noting that it will have to be watched over the years.

Mr. Coleman explained that he worked with Swinerton Builders (a large Los Angeles general contractor) to provide the cost estimates to the District, with some of the numbers based on preliminary details.

Mr. Coleman reported that the Critical Structural Damage investigation revealed cracks on the third and fourth floors in “Line A” that need to be addressed, as well as cracks in the concrete columns and shear walls, most significantly on the second level where the columns from the old and new building abut.

Trustee Paulson explained that one of the initial major concerns was the cause of the various cracks in the building and whether subsidence movement of the earth was causing the structure to move. He reported that the first level of testing indicated that the limited problems caused by settlement were probably happening right after the construction of the new facility and further testing indicated that, scientifically, there isn’t any further subsidence going on in the geotechnical area. He pointed out that, had there been subsidence movement of the earth and if it were still occurring, the Board would be having a significantly different discussion at this time.

Mr. Coleman explained the various remediation-related Critical Safety/Code Projects, noting that the main issues include indoor air quality; potential slip issues in the lobby; damaged exterior walkways; parking lot and garage lighting; and heat buildup in the custom-manufactured HID Pendant lighting. He pointed out that the requested funding does not address the lighting levels throughout the library, or the lighting control system in the Community Room, which are non-safety or code issues and will be addressed in January. He noted that there are also a few safety issues related to Architectural, HVAC and plumbing that are relatively minor but need to be addressed.

In response to Board President Jones question whether the rewiring of the HID Pendant lighting included the lighting controls in the Community Room, Mr. Coleman stated that this item is recognized as a problem but because it did not fall under the safety criteria, it will be addressed in January and Trustee Paulson stated that while everyone understands there are non-safety related lighting issues, they are more discretionary versus safety issues.

In response to Trustee Mahr’s request for an example of the ADA issues, Mr. Coleman gave examples of the stair treads to the mezzanine that need to be marked (they were originally marked but have faded) and the lack of slip resistance materials and the offsets on the stone walkway.

Mr. Coleman:

- summarized the three critical categories;
- explained that the general contractor’s overhead profit of 15% is expected because this is an operating facility where careful oversight and management will be required to minimize operational impacts, as well as the fact that repairs will take longer than if the building were empty;
- pointed out that the hard-cost contingency has been increased to 15% (from 10%);
- explained the difference between hard and soft costs being that soft costs are typically the designers, engineers, other consultants, permits, fees, legal, owner’s agent fees, miscellaneous, and the soft cost contingency (7%) while the hard costs include the general contractor/construction costs (work performed to the improvement of the physical asset property and the materials and labor involved with the actual work);
- summarized the Critical Projects Budget, which totals \$4,347,033; and
- pointed out that he doesn’t anticipate spending the entire pre-construction budget, if decisions to proceed can be made soon.

Trustee Paulson:

- pointed out that the soft cost summary includes all funds expended since the inception of the project (including pre-construction costs), not only future dollars;
- explained that the information is being presented in a different format than it was on November 18 due to the fact that, following the financial analysis of the entire project, it was clear that the project needed to be prioritized by critical items vs. non-critical items;
- noted that the Remediation Committee is recommending adoption of the critical items budgets, hard and soft dollars, and will address additional items in January with funding strategies recommendations;

- stressed that if all of the remediation, maintenance and asset replacement items are considered, they far exceed \$4.8 million and decisions need to be made regarding how much of the desirable repairs will be funded; and
- complimented the consultants on not limiting their vision of what they should be looking for only to litigation-related items, which has provided the District great value of information on things that need to be addressed under maintenance and asset replacement.

**MOTION** by Trustee Paulson that the Board of Trustees hereby approves the Critical Items Budget, Hard and Soft Dollars, at \$4,347,033.

In response to Director Gould's suggestion that the current special project be amended to include the new approval, the Board discussed the various possible actions that could be taken and the ramification of each, including closing out the current special project and starting a new special project or amending the current special project to include the additional items.

In response to Trustee Lee's comment that the items proposed for approval are not routine maintenance items, Trustee Paulson concurred and reiterated that routine maintenance and asset replacement items will be discussed at the funding strategies special meeting in January and most certainly will have an impact on how the Board wishes to treat its reserve funds at the mid-year budget review in February.

In response to Board President Jones' request that the interior finishes totaling \$175,000 be voted on as part of the request tonight although they do not meet the criteria of the "Critical Items", Trustees Paulson and Lama agreed that this item is important but pointed out that because the Remediation Committee was very specific that if it didn't fall in the three critical categories, it will be considered at the January Board meeting, noting that there's no question these items need to be addressed.

Trustee Paulson noted that, at the January meeting, there will be recommendations that are expected to take the expenditure up to the full amount available in the Building Fund, and possibly exceed that amount by using some Asset Replacement, Maintenance and reserve funds, and the Board will need to make some policy decisions related to these funds. He reiterated that repairing the interior wall is part of this plan.

Director Gould reiterated that the Board will need to adopt a resolution to amend the existing special project implementing any actions taken this evening.

**AMENDED MOTION** by Trustee Paulson that the Board of Trustees approves, in concept, a budget in the amount of \$4,347,033 for the Critical Projects of the Remediation Program and that staff be directed to prepare an appropriate Resolution for approval at the next Board meeting.

Board President Jones asked that Trustee Paulson divide the motion into two parts, with the original motion as presented and then another motion to rescind the current project and create a new resolution, transferring the funding to the new resolution.

**AMENDED MOTION WITHDRAWN** by Trustee Paulson.

Following discussion regarding the proper action to take related to whether to amend the current project via resolution or approve another project, it was agreed that the project would be amended, as required, which may include some modifications to the project description and dollar amount.

**VOTE ON ORIGINAL MOTION.**

**MOTION** passed 5 to 0.

Mr. Coleman explained that the next steps will be to meet with the consultants to begin working on the design, engineering and repair of the critical areas, as defined, and the defining of the non-critical items by the Remediation Committee. He added that the Remediation Committee spends a lot of time going through the items and he thanked them for their hard work.

In response to questions from Board President Jones regarding the dollar amount to be included in the resolution and the appropriate estimated date of completion, Trustee Paulson explained that 1) the dollar amount of the resolution may actually increase based on the recommendations of the Remediation Committee; and 2) it was agreed to use December 31, 2005, at this time and change it at a later date, if necessary.

Board President Jones suggested that Trustees Mahr and Lee meet with Mr. Coleman to discuss in detail some of the projects and ask their own personal questions.

13. CONSIDERATION OF APPROVAL OF CONTRACT FOR AN ATM MACHINE AT PENINSULA CENTER LIBRARY

Director Gould explained that the proposal to install an ATM machine at Peninsula Center Library has been discussed for much of the past year and stressed that staff would like to offer this service as much as a convenience as a revenue generator, noting that patrons often need to pay a fine or would like to go to the booksale and they don't have cash. She pointed out that it was originally thought that it was not possible to install an ATM machine because there didn't appear to be a vendor with acceptable conditions, but they have now found an acceptable vendor.

Finance Director Lovelace reviewed the proposal, noting that

- the cost to the District is estimated at \$30-40 per month for the phone line and electricity;
- while insurance is required and will be provided by the District's insurance carrier, the vendor will pay the cost for this insurance;
- the proposal includes the placement of one ATM machine, all supplies (paper and ribbons) and maintenance of cash in machine, delivery of cash to the bank, installation, maintenance and servicing of the machine, and monthly reports of activity; and
- the income generated would be 10% of the \$2.00 surcharge (20 cents), which will offset the expenses.

In response to Trustee Paulson's inquiry regarding the specified minimum level of transactions of 400 withdrawals per month (approximately 13 per day) or the machine could be removed, Finance Director Lovelace explained that the vendor has indicated a willingness to work with the District for a few months before requiring the minimum number of transactions, with the money generated from the machine expected to offset the expenses at first and, after a while, the District should realize a profit.

Director Gould agreed with Trustee Paulson that this seems to be a lot of transactions each day but pointed out that the risk is minimal and there's no real commitment on the District's part. She noted that the proposed location already has a phone line nearby and emphasized that the machine is considered a service as much as a revenue generator.

Finance Director Lovelace explained that the vendor was provided with the door count statistics and has indicated their belief that the quota shouldn't be a problem; however, if after an initial "grace" period of time we don't make the quota, they will pick up the machine without penalty.

Board President Jones confirmed that the insurance coverage includes damage to the building if there were a break-in related to the ATM machine.

Trustee Paulson pointed out that the machine will be located behind the locked gates to the library, as both the District's insurance carrier and the vendor will not allow placing the machine in the lobby.

**MOTION** by Trustee Mahr to authorize the Director to enter into a contract with Strategic Merchant Solutions for installation of an ATM machine at Peninsula Center Library.

**MOTION** passed 5 to 0.

14. REQUEST FOR TEMPORARY WAIVER OF BOARD POLICY NO. 6060.0 (CODE OF CONDUCT) FOR THE PURPOSE OF INSTALLING A SELF-SERVICE COFFEE MACHINE ON A TRIAL BASIS AT MALAGA COVE LIBRARY

Board President Jones reported that for many years the subject of service of food and beverage has been discussed and many libraries are now doing it very profitably. They feel they are not getting a lot of spills or soiled furniture; manufacturers demonstrate their equipment at the various conferences and are offering the use of the machine for a six-month trial period and staff suggests it be tried at Malaga Cove. She noted that the proposal is not to consider trying this, but the actual agenda item is to temporarily waive the policy which prohibits beverages in the library for Malaga Cove Library only.

Director Gould agreed that a lot of libraries are doing this in one form or another, with options ranging from a self-service coffee bar to a full-service Starbucks Coffee Bar. She proposed a first tentative step to determine the reception and issues by using the self-service machine and, if it's successful, perhaps we would experiment on a larger scale Peninsula Center Library and something similar at Miraleste. She noted that, at the moment, the Board policy prohibiting beverages (other than water) in the library is the only thing preventing the installation of this machine.

In response to Board President Jones suggestion that coffee be restricted to the area near the entrance of the library and concern that spillage on the antique furniture at Malaga Cove is leather and wood antique and subject to damage more than at Peninsula Center Library, Trustee Paulson said that while it's probably possible, the issue of "is there a problem" needs to be addressed and, if so, this is short-term test program will help determine that.

Director Gould pointed out that water bottles are currently allowed in all libraries, which can be a larger risk than coffee because of the condensation. She indicated that the Library Advisory Committee will discuss the matter at their meeting in January.

Trustee Lama pointed out that the strategy is to make the library a more community-oriented place where you have much more than books and it is appropriate to find out if it will work.

Director Gould pointed out that: patrons will be asked to ensure they use a lid on the cup; if it is determined prior to June 30, 2005, that the trial is not successful, it will be discontinued; and there is a potential for revenue generation if it catches on.

**MOTION** by Trustee Paulson that the Board of Library Trustees hereby authorizes a temporary modification of Policy No. 6060.0 (Code of Conduct) to allow library users to bring beverages into the Malaga Cove Library in conjunction with a planned trial of a hot beverage service at that library. This policy modification applies only to the Malaga Cove Library for a period not to extend beyond June 30, 2005. The Board directs the District Director and Branch Manager to prepare a report on the beverage service trial and present it to the Board of Trustees no later than June 30, 2005.

**MOTION** passed 5 to 0.

15. STATUS REPORT ON DEVELOPMENT OF VISION AND MISSION STATEMENTS

Director Gould reviewed the status of the Vision and Mission statements, noting that staff has continued on the process of developing the vision and mission statements. She pointed out that, in content they are very close but the format needs to be determined, and recommended that the process of receiving input be continued over the next few weeks and have an interactive workshop at the special January Board meeting. She noted that a list of the different variations has been prepared and distributed to the Board and further work will be conducted by staff prior to the workshop meeting in January.

16. CONSIDERATION OF ESTABLISHING DATES TO BE RESERVED FOR SPECIAL MEETINGS OF THE BOARD OF TRUSTEES IN 2005

Board President Jones confirmed with the Board that the fourth Tuesday of each month at 7 p.m. be set aside for a special Board meeting, if necessary.

Director Gould announced the items for the next special meeting will be the Internet Acceptable Use Policy and the Vision and Mission Statements.

Trustee Paulson suggested, and the Board concurred, that the Board hold a closed session Personnel session following the special meeting of January 25, 2005, to discuss the performance and salary review of the Director. It was agreed to start the meeting at 6:30 p.m. for this meeting only. Board President Jones explained that the Board is conducting a six-month review at this time, although the Director's contract year has been changed to a fiscal year. She pointed out that the second six-month review is being conducted at this time and an annual review in June of 2005. She noted that the salary portion of the contract will be conducted in open session.

17. AGENDA ADDITIONS PURSUANT TO AGENDA ITEM 4, ADOPTION OF AGENDA

None.

18. AGENDA ITEMS FOR FUTURE AGENDAS

- Remediation Project (January)
- Committee Appointments (January)
- Policy Related to Board Committees (January)
- Reserve Policy (February)

19. ADJOURNMENT

**MOTION** by Trustee Paulson that, there being no further business to come before the Board, the meeting be adjourned.

**MOTION** passed 5 to 0.

The meeting was adjourned at 9:49 p.m.

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Robert S. Lee, Secretary

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Date

## Jubilee Summary

Community interest and attendance were more than anticipated. Every program was enthusiastically received, highly commended and asked for repeats. I think one of the primary benefits of our programs this year was their great variety, which interested so many different people. The outcome of the programming is providing staff with future programs and speakers. It has been an inspiring building block.

We are grateful to the PV News and Peninsula People who publicized every event and continually photographed and wrote about the activities at the library.

The attendance for the year's adult programs was a little more than 2000 people. The three children's programs had over 400 attendees.

Many individuals, groups and businesses were most generous with their financial support, which enabled us to provide the outstanding programs without charge to the public nor having the library district fund them beyond their program budget. A very special thanks and gratitude go to the Peninsula Friends of the Library for the extensive time and effort of many of their board members and their financial support. With the attendance and the very generous donations of many people and businesses, the Jubilee Gala netted \$3000. Souvenir sales which were financed by the Friends and sold in the three libraries, every event and other sites, netted about \$700 due to the generous donation of the Foundation of 100% of sales price of the Palos Verdes Story. The Friends intentionally printed more than we knew we would sell this year of Rita Schroeder's poster and note cards. Even so, our sales of such came almost within breaking even with this large printing cost.

Therefore, with all events and souvenir sales, the Jubilee netted over \$2700 for PVLD. The intent of the Jubilee was to celebrate our library with our community and give something special to them, not a fundraiser.

The excellent cooperation, interest and hard work by the **staff** greatly contributed to our successful year. A huge THANK YOU to each and every one of you. The **Friends** were instrumental in the planning and execution of the year's activities, without you we could not have done it. THANK YOU. Also a huge THANK YOU to the **Foundation** for their financial and work support. The **members of the PVLD 75<sup>th</sup> Jubilee Coordinating Committee** worked tirelessly for over two years, committing many hours each month to this project, always willingly. It is to each of you that we say THANK YOU. And once again, it is people like you who make PVLD the outstanding library and sparkling DIAMOND of Palos Verdes. Finally, to each library patron and community resident who participated, we thank you for your interest and participation in your library's collection and activities.

Submitted by,  
Jane Jones, Trustee  
Chair, PVLD 75<sup>th</sup> Jubilee Coordinating Committee

## Palos Verdes Library District Remediation Project

### Remediation Committee Critical Project Recommendations December 9, 2004

#### Agenda

#### Team Members / Introductions

- Building Remediation Committee
- Due Diligence /Design Team
- WWCOT Architects (Dean Vlahos, David Sakaguichi )
- IDS - Structural Engineers (Said Hilmy)
- PBS Engineering – MEP Engineers (Raja Patel, Kunal Shah)

1. Overview
  - a. Funds Available / Preconstruction Budget Update
  - b. Provide Brief Update on Comments Received on 11-18-04
  - c. Review Defect Category Types
  - d. Present Building Remediation Committee's Recommendations for
  - e. "Critical Remediation Projects"
  - f. Request Funding Approval of "Critical Projects"
2. Project Update Since November 18th Presentation
  - a. Remediation Committee Making Progress – Further Refinements to "Preliminary Recommendations"
  - b. Additional Items Under Review
    - i. Investigate Other Parking Deck Options (Roof)
    - ii. General Lighting / Illumination
    - iii. Replace 3<sup>rd</sup> Level Main Entry Gates (Rolling Fence)
    - iv. Landscaping Materials
    - v. Security
3. Defect Classifications
  - a. Remediation Projects - Critical
  - b. Remediation Projects - Under Review
  - c. Asset Replacement Projects – Under Review
  - d. Non-Remediation Defects
4. Remediation Committee Recommendations – Critical Projects
  - a. Preliminary Project Schedule
  - b. Project Budget
  - c. Construction Cost
  - d. Soft Cost

#### Defect Classification Types

1. Remediation - Critical Projects
2. Remediation – Under Review
3. Asset Replacement – Under Review
4. Non-Remediation Defects

#### Critical Project - Defined

1. Defect is a Result of 1992-96 Renovation (Remediation)
2. Water Intrusion
3. Structurally Damaged Items
4. Safety / Code Issues

## Project Cost Summary - Critical Projects Only

Remediation Requested Funding (12-9-04)
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Summary of Soft Cost	*Budget
Architects	420,000
Structural Engineer	140,000
Engineers (MEP, Geo-technical, etc.)	140,000
Specialty Consultants	87,500
Testing & Inspections	75,000
Permits /Fees	27,000
General Contracting (Testing)	100,000
Legal	110,000
Miscellaneous	80,000
Owner's Agent Fees	185,000
Soft Cost Contingency (7%)	95,515
<b>Soft Cost Total</b>	<b>1,460,015</b>

Summary of Hard (Construction) Cost	Budget
Water Intrusion	1,096,000
Structural Damage	650,000
Safety/Code	437,000
	<hr style="border-top: 1px solid black;"/>
	2,183,000
General Contractor O/H & Profit (15%)	327,450
Hard Cost Subtotal	2,510,450
Contingency (15%)	376,568
<b>Hard Cost Total</b>	<b>2,887,018</b>

\* Requested budget includes previously approved Preconstruction Budget

<b>Funding Amount Requested December 9, 2004</b>	<b>\$4,347,033</b>
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## Critical Remediation Projects

### WATER INTRUSION

Critical Defect	Selected Repair Strategy	Subcontractor Cost
Rooftop Parking Deck	Remove Selected Area Drains / Replace with New Drains at Structural Slab	\$350,000
Roof over Mezzanine Area	Add Overflow Drains / Scuppers	\$25,000
Window Wall System	Re-gasket and Re-caulk South Elevation Window Walls Only	\$20,000
Planters (Rooftop Parking Level)	Remove Rooftop Planters. Provide Alternate Architectural Solutions	\$85,000
Planters (Adjacent to Building)	Remove and Replace Waterproofing on Vertical Surfaces; Provide Drainage Mat Behind Waterproofing	\$230,000
Exterior Insulation Finish System (EIFS)	Remove / Replace in Select Areas. Patch and Repair in Limited Areas	\$375,000
Fire Alarm System (Water Infiltration)	Repair Leaks where Accessible.	\$11,000

**Critical Water Intrusion Projects                    \$1,096,000**

### STRUCTURAL DAMAGE

Critical Defect	Selected Repair Strategy	Subcontractor Cost
Interior Structural Floor Cracks @ Line 'A' on 3rd and 4th Floor Framing	Add Steel Connections and Epoxy Inject Crack	\$375,000
Cracks in Concrete Columns / Shear Walls	Add Dowels at Columns and Epoxy Inject Cracks	\$275,000

**Critical Structural Damage Projects                    \$650,000**

## SAFETY / CODE

Critical Defect	Selected Repair Strategy	Subcontractor Cost
Indoor Air Quality	Address Indoor Air Quality Issues	\$125,000
Air Handling Unit AH-2 Outside Air Intake Location	Modify System to Code	\$95,000
Entrance Lobbies / Slip - ADA Issues	Apply Slip Resistance Finish	\$8,000
Exterior Walkways	Replace Stone at Damaged Areas; No Soil Work	\$50,000
Parking Lot & Garage Lighting Levels	Restore Lighting to Correct Levels	\$12,500
HID Pendant Lighting *	Rewire Fixtures to Eliminate Safety Issues	\$50,000
Miscellaneous Architectural Items	Address ADA Issues / Replace Fire-Proofing in Mechanical Penthouse.	\$15,000
Miscellaneous HVAC	Update Systems to Code / Smoke Evacuations Fans and Louvres / Exhaust Toilet Fans	\$35,000
Miscellaneous Plumbing Repairs	Repair / Replace Miscellaneous Plumbing Systems and Equipment	\$46,500

\* Minimum Requirement. Further Assessment of Light Illumination Levels is under review by Remediation Committee.

**Critical Safety/Code Projects** **\$437,000**

(Sub-Contractor Costs) Subtotal \$2,183,000

General Contractor O/H & Profit (15%) 327,450

**Hard Cost Subtotal** **2,510,450**

Contingency (15%) 376,568

**CRITICAL ITEMS - CONSTRUCTION TOTAL** **\$2,887,018**  
(Excludes Soft Cost - Design, Engineering, Consultants Fees, etc.)