

DEL NORTE COUNTY LIBRARY DISTRICT
Minutes of Regular Board Meeting
April 12, 2021

I. Call to Order

Meeting commenced at 5:19 PM via zoom.us.

II. Roll Call

Present: President Stanley, Trustees Fornoff, Rhodes, Brustol, and Jondal

Absent: None

III. Communications

1) Public Comment Period

None.

2) Other Communications

None.

IV. Consent Agenda

1) Review, potentially modify, and approve minutes from the March 8, 2021 Regular Board Meeting and the March 8, 2021 Closed Session.

Trustee Jondal makes a motion to approve the minutes. Motion seconded by Trustee Brustol.

Public Comment:

None.

Poll vote: Trustee Fornoff – Yes. Trustee Rhodes – Yes. Trustee Brustol – Yes. Trustee Jondal – Yes. President Stanley – Yes. Motion carried.

2) Review and authorize claims March 2021.

Trustee Rhodes makes a motion to approve the claims. Motion seconded by Trustee Jondal.

Public Comment:

None.

Poll vote: Trustee Rhodes – Yes. Trustee Brustol – Yes. Trustee Jondal – Yes. Trustee Fornoff – Yes. President Stanley – Yes. Motion carried.

3) Authorize the Library Manager to spend \$50.00 for the month of June 2021 on food for employees under the Team Building budget line.

Trustee Rhodes makes a motion to approve it. Motion seconded by Trustee Jondal.

Public Comment:

None.

Poll vote: Trustee Fornoff – Yes. Trustee Jondal – Yes. Trustee Brustol – Yes. Trustee Rhodes – Yes. President Stanley – Yes. Motion carried.

V. Report of the Literacy Coordinator - Phoebe Lenhart

Phoebe presents Del Norte Reads report and announces that Del Norte Reads has received an endowment of \$2,699.00 from CLLS. Phoebe also reports she is planning for the Summer Reading Program and reports that the rent for her facility has been increased. Trustee Rhodes refers to the report and asks what SRP stands for; Phoebe states it stands for Summer Reading Program.

VI. Report of the Library Manager - Beth Austen

Beth presents her Library Manager's report and highlights that the Library has been busy with the Book to Action Initiative for Mental Health Awareness, maintenance issues, and phasing into reopening. This morning a soft opening was started for three hours per day and the Library will continue to phase into reopening full time provided the COVID-19 statistics continue to decrease. Trustee Jondal asks if the rules on how to use the Library are advertised on the website; Beth states the Library website has the Patron Code of Conduct and the Internet Policy. Trustee Jondal asks if she can come to the Library tomorrow; Beth states yes all are welcome as long as the screening process is complied with and we don't exceed capacity of 25%. Trustee Rhodes asks how the volunteer application process for Smith River is going; Beth states the applications are coming in however we cannot open up Smith River until after background check is cleared for the staff who are stationed there.

VII. Committee Reports

1) Friends of the Library

Beth reports that Friends are still in the works of planning their next book sale.

2) Board of Trustees

Trustee Rhodes – Trustee Rhodes asks the board if they feel we are ready to start strategic planning. President Stanley states the board can start talking about things.

Trustee Brustol - Trustee Brustol reports she attended a Library Foundation board meeting and that she has been working with Beth on the Book to Action 2021 initiative. Trustee Brustol asks if the Library can do a mail out; Beth states this may not be cost effective due to having many patrons and addresses do not get updated unless a patron reports a change of address; Beth states the Library is advertising for this via social media, the newsletter, the newspaper, and posting of flyers in the community and distributing them at the Library. More mediums will be used as the date gets closer.

Trustee Jondal - No report.

Trustee Fornoff – Trustee Fornoff reports he did some painting after the main branch was tagged with graffiti. Trustee Fornoff wants the building repainted. Trustee Fornoff states he feels we need to decide what our plan is for the main branch and if we are going to stay in the same building because we are pouring a lot of money into it for maintenance issues. Beth states she agrees with all of this and would welcome the planning for this once the more time-sensitive maintenance issues are resolved such as dry rot, leaking windows, malfunctioning heating system, and roof issue.

President Stanley – President Stanley reports she has been assisting Beth with various budget and personnel matters. She also reports she received a phone call from County Supervisor Chris Howard regarding the status of reopening for the Library and told him we are waiting for approval from County Public Health.

3) Budget – President Stanley

President Stanley states it is time to start budget planning and our first draft is going to be due soon.

4) Partnerships - Trustees Jondal and Brustol

Trustee Brustol reports she attended a Library Foundation board meeting and that she has been busy working with the county and the community about promotions for the Book to Action initiative. Trustee Jondal states she wants to get together with Cara to establish a book collection for hospitalized patients and tie it in with mental health awareness.

5) Government Liaison - Chair Stanley and Trustee Fornoff

President Stanley states she has nothing further to report other than her conversation with Chris Howard.

6) Policy & Strategic Planning - Trustees Rhodes and Fornoff

No report.

VIII. Old Business

1) Discuss and take action on updated bid from Eureka Glass for window replacement.

Beth reports the estimate for the window replacement has increased to \$17,506.51 from the original estimate which was \$13,155.87 due to the need to use prevailing wage, the price of windows increasing, and travel time and lodging for the workers. The original estimate has expired so the Library is unable to hold the vendor to the original agreement. Beth reports it was also brought to her attention that the dry rot is on the same sides of the building that new windows are needed and that she has been informed the dry rot repair job must happen simultaneously with the window replacement. Beth reminds the board that the Library has been working since August 2020 to obtain window replacement estimates with many vendors either not calling back or not wanting the job; Beth states two estimates were obtained, this one from Eureka Glass and one from McKinleyville Glass and that she chose the lesser of the two which still is Eureka Glass even with their recently modified estimate. Trustee Fornoff makes a motion to approve the new bid of \$17,506.51 from Eureka Glass. Motion seconded by Trustee Rhodes.

Public Comment:

None.

Poll vote: Trustee Fornoff – Yes. Trustee Rhodes – Yes. Trustee Brustol – Yes. Trustee Jondal – Yes. President Stanley – Yes. Motion carried.

2) Discuss and take action on heater repair/replacement.

Beth presents her data to the board and states she is still in the process of obtaining information from vendors regarding their estimates provided. The board agrees more information is needed and Beth will continue to work on this. Trustee Rhodes makes a motion to table this item. Motion seconded by Trustee Fornoff.

Poll vote: Trustee Rhodes – Aye. Trustee Fornoff – Aye. Trustee Jondal – Aye. Trustee Brustol – Aye. President Stanley – Aye. Motion carried.

IX. New Business

None.

X. Adjournment to Closed Session

XI. Closed Session

Personnel

XII. Adjournment back to Open Session at 6:20 PM.

President Stanley states action to take is to accept the proposal to move the title of Beth Austen from Library Manager to Library Director with the agreed upon terms of her new contract. Trustee Rhodes makes a motion to approve the title change and proposal as written. Motion seconded by Trustee Jondal.

Poll vote: Trustee Fornoff – Aye. Trustee Rhodes – Aye. Trustee Brustol – Aye. Trustee Jondal –

Aye. President Stanley – Aye. Motion carried.

XIII. Adjournment at 6:20 PM.

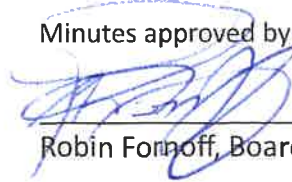
The next regular meeting of the Del Norte County Library District Board is scheduled for Monday, May 10th, 2021 at 5:15 PM.

Minutes prepared and submitted by:



Elizabeth Austen, Library Manager

Minutes approved by:



Robin Fornoff, Board Secretary

DEL NORTE COUNTY LIBRARY DISTRICT

Notice of Regular Board Meeting

Date: Monday, April 12, 2021

Time: 5:15 PM

Place: <https://us02web.zoom.us/j/89217072101>
(707) 464-9793

Due to the State of California's Declaration of Emergency - This meeting is being held pursuant to authorization from Governor Newsom's Executive Order N 29-20. The legislative body of a local agency may use teleconferencing in connection with any meeting or proceeding authorized by law. Cal. Gov't Code §54953(b)(1). A "teleconference" is a "meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both." Cal. Gov't Code §54953(b)(1). A local agency may provide the public with additional teleconference locations. Cal. Gov't Code §54953(b)(1). The teleconferenced meeting must meet the following requirements:

(1) it must comply with all the Act's requirements applicable to other meetings (2) all votes must be taken by roll call; (3) the agenda must provide the public with an opportunity to address the legislative body at each teleconference location. Cal. Gov't Code §54953(b)(1).

Public Comment: ANY MEMBER OF THE AUDIENCE MAY ADDRESS THE BOARD ON ANY MATTER, EITHER ON OR OFF THE AGENDA, THAT IS WITHIN THE BOARD'S JURISDICTION. Public comment on items of interest to the public, within the subject matter jurisdiction of the committee and not otherwise appearing on the agenda are accepted. Note, however, that the Library Board is not able to undertake extended discussion or act on non-agendized items. Such items can be referred to staff for appropriate action, which may include placement on a future agenda. If you intend to address a subject that is on the Agenda, please hold your comments regarding that item until we announce it so that we may properly address all comments on that subject at the same time. After receiving recognition from the Chair, please state your name and city or county of residency for the record. Speakers, please limit your comments to three (3) minutes.

A CLOSED SESSION may be called at any time during a meeting, as permitted by the 1994 Ralph M. Brown Act for the following purposes: pending litigation (Sec. 9495639), personnel (Sec. 54957), labor negotiations (Sec. 54957.6) or any other exceptions to open session as described by the Act.

Anyone requiring reasonable accommodation to participate in the meeting should contact the Library Manager at (707) 464-9793 at least five (5) days prior to the meeting.

AGENDA

- I. Call to Order**
- II. Roll Call**

- III. Communications**
 - 1) Public Comment Period
 - 2) Other Communications
- IV. Consent Agenda**
 - 1) Review, potentially modify, and approve minutes from the March 8, 2021 Regular Board Meeting and the March 8, 2021 Closed Session.*
 - 2) Review and authorize claims March 2021.*
 - 3) Authorize the Library Manager to spend \$50.00 for the month of June 2021 on food for employees under the Team Building budget line.
- V. Report of the Literacy Coordinator - Phoebe Lenhart***
- VI. Report of the Library Manager - Beth Austen***
- VII. Committee Reports**
 - 1) Friends of the Library
 - 2) Board of Trustees
 - 3) Budget - Chair Stanley
 - 4) Partnerships - Trustees Jondal and Brustol
 - 5) Government Liaison - Chair Stanley and Trustee Fornoff
 - 6) Policy & Strategic Planning - Trustees Rhodes and Fornoff
- VIII. Old Business**
 - 1) Discuss and take action on updated bid from Eureka Glass for window replacement.*
 - 2) Discuss and take action on heater repair/replacement.*
- IX. New Business**

None.
- X. Adjournment to Closed Session**
- XI. Closed Session**

Personnel
- XII. Adjournment**

The next regular meeting of the Del Norte County Library District Board is scheduled for Monday, May 10th, 2021 at 5:15 PM.

Posted: _____

Elizabeth Austen - Library Manager

Posted April 9, 2021 at 3:30 PM

DEL NORTE COUNTY LIBRARY DISTRICT
Minutes of Regular Board Meeting
March 8, 2021

I. Call to Order

Meeting commenced at 5:16 PM via zoom.us.

II. Roll Call

Present: Chair Stanley, Fornoff, Rhodes, and Jondal

Absent: Trustee Brustol

III. Communications

1) Public Comment Period

None.

2) Other Communications

None.

IV. Consent Agenda

1) Review, potentially modify, and approve minutes from the February 8, 2021 Regular Board Meeting and the February 8, 2021 Closed Session.

Trustee Rhodes makes a motion to accept the minutes from the February 8, 2021 Regular Board Meeting and the February 8, 2021 Closed Session. Motion seconded by Trustee Jondal.

Public Comment: None.

Poll vote: Trustee Jondal - Yes. Trustee Fornoff - Yes. Trustee Rhodes - Yes. Chair Stanley - Yes.

Trustee Brustol is absent. Motion carried.

2) Review and authorize claims February 2021.

Trustee Rhodes asks if rent is for the Del Norte Reads facility; Chair Stanley states yes.

3) Authorize the Library Manager to spend \$50.00 for the month of April 2021 and \$50.00 for the month of May 2021 on food for employees under the Team Building budget line.

Trustee Rhodes makes a motion to authorize the Library Manager to spend \$50.00 for the month of April 2021 and \$50.00 for the month of May 2021 on food for employees under the Team Building budget line. Motion seconded by Trustee Fornoff.

Public Comment: None.

Poll vote: Trustee Fornoff - Yes. Trustee Rhodes - Yes. Trustee Jondal - Yes. Chair Stanley - Yes.

Trustee Brustol is absent. Motion carried.

V. Report of the Literacy Coordinator - Phoebe Lenhart

Literacy Coordinator, Phoebe presents Del Norte Reads report and states her programs are going well she is on track with her budget. Phoebe states she is getting ready for the Summer Reading Program.

VI. Report of the Library Manager - Beth Austen

Library Manager, Beth presents her Library Manager's report. Discussion takes place on heating charges and issues with current propane heating system. Beth is going to inquire with Moore Heating and Chimney Kraft about electric heaters, how long they last, and obtain the estimates.

VII. Committee Reports

1) Friends of the Library

Beth reports that per her report the Friends of the Library is planning a book sale for April and has approved the cost of a dehumidifier for their shed.

2) Board of Trustees

Trustee Jondal - No report.

Trustee Fornoff – Trustee Fornoff reports he has been assisting Beth with the heating situation and offers he will continue to be available to her.

Trustee Rhodes – No report.

Chair Stanley – No report.

Trustee Brustol - Absent.

3) Budget - Chair Stanley

No report but reminds the board it is almost time to start working on next fiscal year's budget.

4) Partnerships - Trustees Jondal and Brustol

No report.

5) Government Liaison - Chair Stanley and Trustee Fornoff

No report.

6) Policy & Strategic Planning

No report.

VIII. Old Business

None.

IX. New Business

1) Discuss the Library's role in helping share public information about COVID-19 to the community.

Beth presents to the board the outreach mediums the Library uses to communicate resources and information to the public and highlights Facebook, Twitter, the newsletter, and the website as instrumental in communicating COVID-19 resources. Trustee Rhodes thanks Beth; Beth asks if the board would like anything extra done; Trustee Jondal states she is going to start referring the community members to the Library's website and to subscribe to their newsletter. Trustee Rhodes states Curry Health Network can be added to the website.

2) Discuss and take action on bids for window replacement.

Beth presents the bids obtained for window replacement. Beth recommends we utilize Eureka Glass to replace the windows from our north and south walls. Beth would like to use the grant of \$3,500.00 obtained from PacifiCorp Foundation and pull the rest from our fund balance. Trustee Rhodes makes a motion to hire Eureka Glass per their bid of \$13,155.87 with pulling the funds from the repairs and maintenance fund account and the \$3,500.00 Pacificorp grant.

Motion seconded by Trustee Fornoff.

Public Comment: None.

Poll vote: Trustee Rhodes – Aye. Trustee Jondal - Yes. Trustee Fornoff – Aye. Chair Stanley - Yes. Trustee Brustol is absent. Motion carried.

3) Discussion on entries for logo contest.

Beth presents logos as submitted by community members and vote outcome. Discussion took place on submissions. The board states Beth may proceed on accepting a winner.

X. Adjournment to Closed Session

XI. Closed Session
Personnel

XII. Adjournment

The next regular meeting of the Del Norte County Library District Board is scheduled for Monday, April 12th, 2021 at 5:15 PM.

Minutes prepared and submitted by:

Elizabeth Austen, Library Manager

Minutes approved by:

Robin Fornoff, Board Secretary

March 2021 Claims

10428	03/29/21	ROSS JANITORIAL	Open	\$1,225.00	
10427	03/25/21	LISA M. COSTON CRITZ	Open	\$15.68	
10426	03/25/21	CRESCENT CITY - DEL NORTE CHAMBER OF COM	Open	\$55.00	
10425	03/25/21	SUBURBAN PROPANE	Open	\$295.90	
10424	03/25/21	FRONTIER	Open	\$159.71	
10423	03/19/21	PACIFIC POWER	Open	\$165.14	
10422	03/15/21	CRESCENT CITY WATER & SEWER DEPARTMENT	Open	\$67.24	
10421	03/12/21	IREAD	Open	\$186.70	
10420	03/12/21	EUREKA GLASS COMPANY, INC	Open	\$1,316.00	
10418	03/12/21	TERMINIX	Open	\$74.44	
10417	03/11/21	NEW READERS PRESS	Open	\$590.25	
10416	03/11/21	SUBURBAN PROPANE	Open	\$292.24	
10406	03/08/21	DEL NORTE OFFICE SUPPLY	Open	\$49.31	
10405	03/08/21	FRANK'S HEATING & REFRIGERATION	Open	\$260.80	
10403	03/08/21	TAB & ASSOCIATES, INC.	Open	\$1,725.00	
10402	03/05/21	US BANK	Open	\$1,520.26	
10401	03/01/21	ROSS JANITORIAL	Open	\$925.00	
10400	03/01/21	U.S. BANK EQUIPMENT FINANCE	Open	\$219.32	
10399	03/01/21	ELIZABETH AUSTEN	Open	\$15.68	
10398	03/01/21	SUBURBAN PROPANE	Open	\$268.47	

Claim ID: 10402

Vendor US BANK

P.O. BOX 790448

ST LOUIS, MO 63179-0448

Vendor ID:

18096

PBSP Expense

Notes: Cal Card Statement 02/22/2021

Fund	Dept	Line	Proj	Amount	Invoice	Description
414	70	20141	0	\$14.94	3346626	Glass Cleaner
414	70	20141	0	\$30.42	5452220	Paper Towel holder
414	70	20141	0	\$32.72	9766601	Paper towels
414	70	20181	0	\$64.49	9766601	Vacuum for SR Branch
414	70	20224	0	\$72.75	9766601	Paint, paper towel holder
414	70	20280	0	\$18.22	5649804	Ink Stamp
414	70	20280	0	\$601.99	6901235	DEMCO hanging bag rack
414	70	20121	0	\$115.57	Acct# 119548844	Zoom 01/29/2021-01/28/2022
414	70	20280	0	\$15.03	2916231	double sided sticky dots
414	70	20224	0	\$15.04	8059409	Laminating sheets
414	70	20278	0	\$129.90	3667411	Face Masks
414	70	20278	0	\$346.02	3341068	Tote bags, Planner, Candy
414	70	20240	0	\$20.00	02/19/2021	Constant Contact
414	371	20223	0	\$24.89	582	Postage Stamps, Send mail
414	371	20224	0	\$18.28	01/27/21	Latex Gloves, Facial Tissue

Total Claim: \$1,520.26

I HEREBY CERTIFY THE ARTICLES OR SERVICES DESCRIBED ON THE ATTACHED INVOICES WERE NECESSARY FOR USE BY THE DEPARTMENT AND HAVE BEEN RECEIVED, AND THAT NO PRIOR CLAIM FOR SAME HAS BEEN SUBMITTED.

X

03/05/21

Signature of Department Head/Authorized Deputy

Claim Date

To: Beth Austen, DNCL Manager

From: Phoebe Lenhart, DNR Literacy Coordinator and Education Facilitator

Date: May 5, 2021

Regarding: April's 2021 DNR report for the DNCL Board

*DNR remains at 40 students and 12 tutors. We are meeting a few students in person and others we tutor on Zoom for classes. We are offering 13 classes weekly.

*DNR received a grant for \$2,699 from the CA Library Literacy Services (CLLS). DNR is very excited to receive this, especially under the current pandemic and economic hardships.

*Upon the recommendation made by Beth, DNR suspended classes beginning on March 22, pending the approval of our applications with the Del Norte County Public Health Department. As of April 5, we are in our 3rd week waiting for a reply from the DNC Public Health. DNR has the PPE, an infrared thermometer, and the necessary paperwork in place. This delay is not welcomed by DNR tutors and students who want to be able to continue their activities.

*Discussed with Beth the Wild Rivers Community Foundation's summer 2021 grants. I will apply for the grant on behalf of DNCL for the SRP.

*Beth and I are looking forward to connecting with the DNUSD regarding our SRP.

*I am considering the DNR budget for 2021-2022 to absorb an increase in rent to \$729 from \$575 (\$154 increase), as well as, our landlord's request that DNR pay utilities (which I anticipate will average \$80 monthly). Ultimately, this results in \$1, 848 more yearly in rent and \$960 more annually in utilities. For the 2021-2022 DNR fiscal year, the sum is \$2, 808 more. I coordinated years ago with a local realtor about relocating; to date no other property is feasible.

*Person by the name of Alan Robinson has on file (in the CC Police Department) a citation for trespassing at Mason Mall. He is here regularly and I have witnessed him banging on the glass doors with a club (attempt to enter the building). The landlord is aware of the situation.

*Attended the Non-Profit Alliance meeting; "Summer at Your Library Networking Conversation" webinar; and "Beanstack Power Hour-Best Practices for Summer 2021" webinar.

*Coordinated a meeting for our "SRP" experts: (on March 17). We have decided upon the weekly and grand prizes. We are providing staff free with SRP t-shirts. In addition, we are ordering DIY binoculars, coloring fuzzy under the sea magnets, magic color scratch kits, pencils, tattoos, stickers, book totes, under the sea water color paint sets, mood pens, kaleidoscopes, and sun catchers. We also purchased promotional materials. We are very excited about our selection and look forward to our supplies to be delivered in June.

*Attended and took notes for the DNCL staff meeting on March 22, 2021.

*Assisted the Friends.

Del Norte County Library District

Manager's Report for April 2021 Board Meeting

Book to Action 2021 Grant - CLA

Our landing page for this initiative is up and running. We have started advertising and registrations for the webinar are coming in. Mental health resources were added to our website to support this initiative. Two staff have been certified as Mental Health First Aid Responders and all staff attended a training from Niche Academy called *Caring for the Mind* to better assist patrons with mental health challenges.

Energy Grant - PacifiCorp Foundation

We are in receipt of the \$3,500.00 we received for this grant and it is yet to be spent as our estimate has been adjusted and is agendized for approval for today's board meeting.

Facility Maintenance

Main Branch - Our heating situation remains and we still need new windows; these items are agendized for today's board meeting. We have also discovered dry rot on the same walls that need window replacements. We have been vandalized with graffiti and board member Robin is helping me resolve this.

Website Maintenance

New items have been published to the website. Newsletters have been published to the website. Published board meeting minutes. Landing page for Book to Action is added. Mental health resources were added to our website to support the mental health initiative. Added county vaccines page to the website. Added Curry Health Network page to the website.

Newsletters and Weekly Columns Published

"Join Our Team"

"We've Got Zip Books"

"Wanting to Give Back?"

"Imagine a World without Violence"

"Are u ok?"

COVID-19 and Reopening

Our applications to reopen have been approved by Public Health to reopen per the requirements of the state and county public health. Main branch scheduled for soft opening of 3 hours per day on April 12. If our soft opening is successful for one week and if active case statistics do not significantly increase, we will consider a full-time opening on April 19. Smith River will reopen after background clearance is obtained for new staff. I was able to obtain an exception from County Public Health in order to make vaccinations available for Library paid staff; approximately half of the staff are being vaccinated.

Smith River Branch

We have recruited a Library Technician to man the Smith River branch. The branch will reopen after

background clearance is obtained.

Friends of the Library

Attended a Friends of the Library board meeting. The Friends are still in the planning stages of their next book sale with no specific date set yet. The Friends have voted to approve funding in support of the Summer Reading Program.

Other Items

- Work on placing phone calls to vendors in effort to schedule window replacements and dry rot repair.
- Work on placing phone calls to heating vendors and hosting their visits.
- Work on my job description and contract.
- Work on recruitment of relief staff, Library Technician, and Bookkeeper.
- Work on training and orientation for new staff.
- Work on claims, payroll, and bookkeeping duties.
- Meeting with Rape Crisis Team and allowing them to use our facility as a site host for their Clothesline Project.
- Attended a Public Library Directors forum on racial justice and the importance of being inclusive in all Library programs and services.
- Collaboration with county public health for purposes of offering vaccinations to Library staff and distribution of information to the public.
- Attended a Nonprofit Alliance meeting in which Anna Nelson with OSS Writing was featured to present her grant seeking services.
- The Yurok Tribe and True North hosted a series of Promise Neighborhood Brainstorm meetings in which various agencies collaborated and discussed ways to expand services for our local youth. The Library plans to assist via advertising the services provided by local agencies in addition to continuing to provide the services of the Library.

Eureka Glass Company, Inc.-McKinleyville
 2555 Central Ave, Suite C
 McKinleyville, CA 95519
 (707) 839-3200 Fax: (707) 839-7602
 Lic#770569

Estimate

DATE	ESTIMATE NO.
3/26/2021	7457

Del Norte County Library 190 Price Mall, Crescent City, CA 95531

JOB ADDRESS
190 Price Mall

ENTERED ...
RY

DESCRIPTION	QTY	RATE	LOCATION	TOTAL
PlyGem, White Vinyl, Dual Glazed, Low "E" Glass, Builder Series, Nail-On Fin, Auto Locks and a Limited Lifetime Warranty				
36 x 66 XOUE Window Opt. S/H Window 326.22 each	4	445.23	North Wall	1,780.92T
36 x 66 Picture Window	5	262.73	South Wall	1,313.65T
Stops, Trim, Job Supplies & Lumber		1,923.88		1,923.88T
Sealants		382.95		382.95T
Labor (Reflects Prevailing Wage)		11,700.00		11,700.00
*Possible remeasure required prior to ordering.				
Windows Must Be Ordered. A 10% Deposit Is Required. Please Sign And Return Estimate If You Would Like To Proceed. Please specify which option of windows. Thank You!				
Sales Tax		7.50%		405.11

Customer responsible for removal/reinstallation of window coverings, alarms and painting/staining of new trim. Please sign below to accept estimate. Additional paperwork may follow.
 FAILURE TO KEEP SCHEDULED APPT WITHOUT NOTIFICATION WILL RESULT IN ADDITIONAL CHARGES.

TOTAL

\$17,506.51

SIGNATURE



Beth Austen <bausten@delnortecountylibrary.org>

Re: Estimate 7457 from Eureka Glass Company,Inc.-McKinleyville

1 message

Eureka Glass McKinleyville <mckinleyville@eurekaglasscompany.com>

Fri, Mar 26, 2021 at 4:36 PM

To: Beth Austen <bausten@delnortecountylibrary.org>

Beth,

To confirm our telephone conversation, the original estimate was based on standard labor not prevailing wage. I was just informed today that this would be a prevailing wage job. Also, our supplier has increased their cost of windows as of the first of this year, so accordingly we have also.

Please be advised that the labor also includes travel time for technicians and 1 day lodging.

Thank you.

Denise Crabill, Office Manager

On 03/26/2021 4:16 PM Beth Austen <bausten@delnortecountylibrary.org> wrote:

We were already quoted \$13,155.87. How did this go up 4 thousand dollars?

Beth Austen

Del Norte County Library District Manager
Crescent City, Smith River, and Del Norte Reads
(707) 464-9793
<https://delnortecountylibrary.org/>

On Fri, Mar 26, 2021 at 3:42 PM <mckinleyville@eurekaglasscompany.com> wrote:

Dear Customer :

Please review the revised estimate below. The revision reflects prevailing wage and the increase of window costs since last year when the original estimate was sent.

Feel free to contact us if you have any questions.

We look forward to working with you.

Sincerely,

Eureka Glass Company,Inc.-McKinleyville

Rachel Hamilton, Office Manager

(707) 839-3200

Eureka Glass Company, Inc. – McKinleyville

Eureka Glass Company, Inc.-McKinleyville
2555 Central Ave, Suite C
McKinleyville, CA 95519
(707) 839-3200 Fax: (707) 839-7602
Lic#770569

Estimate

DATE ESTIMATE NO.

12/16/2020 7457

JOB ADDRESS

Del Norte County Library
190 Price Mall,
Crescent City, CA 95531

190 Price Mall

ENTERED ...

RY

DESCRIPTION	QTY	RATE	LOCATION	TOTAL
PlyGem, White Vinyl, Dual Glazed, Low "E" Glass, Builder Series, Nail-On Fin, Auto Locks and a Limited Lifetime Warranty				
36 x 66 XO Window Opt. S/H Window \$287.98 each	4	393.05	North Wall	1,572.20T
36 x 66 Picture Window	5	237.38	South Wall	1,186.90T
Stops, Trim, Job Supplies & Lumber		1,923.88		1,923.88T
Sealants		382.95		382.95T
Labor		7,710.00		7,710.00

Windows Must Be Ordered. A 10% Deposit Is Required. Please Sign And Return Estimate If You Would Like To Proceed. Thank You!

Sales Tax	7.50%	379.94
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Customer responsible for removal/reinstallation of window coverings, alarms and painting/staining of new trim. Please sign below to accept estimate. Additional paperwork may follow.
FAILURE TO KEEP SCHEDULED APPT WITHOUT NOTIFICATION WILL RESULT IN ADDITIONAL CHARGES.

TOTAL	\$13,155.87
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HEATING

Suburban Propane

Lisa said prices are changing - propane has risen 60% since last year due to Covid. But she said we are using the same amount of gallons each month.

Blue Star

Lynette said they are competitive because they family owned and Suburban Propane has stockholders to pay. Brain says he was able to talk to the boss and has determined that they can not beat our current price. He did say that if our price raises substantially, or if we were not happy with the customer service then we should call again. We asked what price he could offer for future reference and he said he was not sure, but insisted it would be slightly higher than what we pay now.

First Service Plumbing & Heating

Pat Hawkins came Jan 14 and said he would fix the heater in a few weeks. Said heater was repaired incorrectly, that wrong size pipes were used and duct taped was wrapped around everything which is not proper. He said the heater is safe to use in the meantime. He said estimate approx. \$1500. Never heard back from him after this.

Chimney Kraft 464-4279

Estimate for repair \$1039.24

Estimate for electric heater not including electrical \$6,943.80

They visited on March 5th. They stated the heater is leaking due to flutes not being properly sealed. They are working on an estimate to reseal the flutes and replace the faulty piping on the heaters and replace the staff area thermostat. On 3/11, I called and asked for an estimate for an electric heater, Emily told me she would ask Rob and then get back to me. I called on 3/18, Emily said they are very busy but she is going to leave a note for Rob to ask about the repair estimate and the electric estimate for us. They emailed an estimate for repair; I replied back thanking them and asking about the estimate for electric heater as is still pending. On 3/19 I thanked Emily for the repair estimate and reminded her that the electric heater estimate is still pending, Emily states she isn't sure what is happening with that but she is leaving a note for her workers today to follow up with this. On 3/25 Emily called and scheduled a technician to come out on 4/6 to look at our situation again to make estimate for electric heater. On 4/6 they came and told us they will mail us the electric heater estimate. Estimate for electric heater received on 4/9 - **need to call to find out if this includes heat pump.**

Franks Heating & Refrigeration 464-9529

They came Feb 16th (I was out). Said we need to replace the flues/pipes in the furnace room. It looks like whoever did the pipe job in there "stuffed the PVC pipe into the furnace, it's not sealed properly and was duct taped, now there is condensation running down." This is where we are getting puddles on the floor from. "Our new flue needs to be solid all the way, not just for water, but for the exhaust". The exhaust might possibly leak into the library; the exhaust was going into the intake return and

could potentially release carbon monoxide into the library. RED FLAG he said. We need to leave the furnace off for the time being. White tape around the duct could have asbestos. From the roof, the cap that is supposed to cover that pipe is completely rotted off, totally open pipe facing the sky. The exhaust piece for sure needs changed. Also, whoever installed it, the PVC pipe that we see in the furnace is actually supposed to go all the way through this exhaust to the roof. He couldn't even see ANY PVC pipe at all from the room, even while trying to video what the inside of the pipe looked like. We need a new PVC pipe that runs continuously from the furnace to the exhaust pipe on the roof and it needs a collar on it. The gas is heavy and adds condensation by itself to the pipe, let alone it not being capped. On the furnace on the right, it appears parts are welded and that is why the fan won't start. There is a huge gap where it should be sealed in one of the furnace units with red tape on the top (one closest to the door). He is aware that the staff thermostat needs replaced; that the heat will only go down, unable to go up in temperature and the fan is not attached to it or there are issues with the fan from the thermostat. Said not safe to run heater. He said he will work on an estimate for us and he suggests we replace the entire system instead of bits and pieces as there are issues with both the furnace and the thermostat. When asked why our bills are so high from Suburban Propane, he said he doesn't know.

After this visit took place, many phone calls were made to Franks in an attempt to get their estimate. During our calls, we kept getting told Steve is out and he will call us back but he did not. Then we received a bill in the mail on March 5 for \$260.00. I called and expressed my concerns to Melissa who had Frank call me. I told Frank that we are still waiting on our estimate and I told him I was surprised to receive a bill from them after they simply looked at our heaters but didn't fix it. Frank stated they have to bill us any time they troubleshoot and that the bill is for the service of troubleshooting. I told Frank that we will pay this bill but was not told beforehand that they were going to bill us for troubleshooting. Frank said the reason we were billed is because we have an account with them. I told Frank that this is fine and yes we will pay it however when can we expect the estimate? Frank told me that the reason Steve did not return any of our calls is because they have a very difficult history with the Library. Frank named the two previous board members who put the faulty piping and duct tape on the heaters and said that this frustrated their company because rather than call them to repair it, we just tried to do it ourselves which has now led to further problems. Frank stated that he "understands our budget is small and that he wants to take care of us however he does not want us to abuse him anymore." He repeated this statement again twice. I apologised and told Frank that we will not attempt to repair the heater ourselves and agreed it needs to be done professionally. A woman in the background then asked if we have carbon monoxide sensors. I told Frank that I do not know but I will try to find out. Frank stated that carbon monoxide sensors are non-negotiable and that we must get those if we do not have them. Frank asked to send a worker out next week to investigate our situation further in order to write up an estimate and promised me that we would not be charged for this visit. They are scheduled to come out on March 9th. Steve came on the 9th. Left message on 3/30 to inquire the status of our estimate, no response. Called again on 4/6 and spoke to Steve, he said he will email the estimate to me later today. **Estimate for repair is pending.**

Moore Heating & Air Daniel Moore 460-0001

Estimate for electric heater w heat pump = \$19,649.80

Erica told me they don't service propane so they can't fix our heater. She said propane is extremely expensive. She said if our propane is \$1,000 a month, it could be between \$300-\$400 per month if we switched to a normal heater that isn't propane. She said they could install one for approx \$7,000.

Called and spoke to Erica on 3/11, she said they sell the Daikin heaters as they are the most efficient. I asked her how long they last, she said between 10 and 20 years but they will only honor the warranty for 10 years. We scheduled an appointment for Daniel to come March 22nd to evaluate our situation for an estimate for electric heater. Daniel came out. Daniel came and said our heater is "beyond old" and said it is "so old that he cannot in good conscience recommend we even try to repair it." Daniel said the most cost effective opinion in the long term for us would be an electric heating system with a heat pump. He is going to work on an estimate for this. Estimate provided for electric heater: \$19,649.80 - **need to call to find out if this includes electrical.**

ISSUES:

- Our Suburban Propane cost is escalating.
- One of our heaters is leaking on the floor around the heater.
- Our thermostat in the staff area does not work if put on "auto." Eff 3/18, it no longer works at all.

INFORMATION:

We are using approx 1530-1550 gallons per year.

Carbon monoxide sensors were installed 3/17.

Chimney Kraft

Buy The Fire, Inc.
700 Northcrest Dr.
Crescent City, CA 95531
707-464-4279

Estimate

Date	Estimate #
3/15/2021	9677

Name / Address
Del Norte Co Library 190 Price Mall Crescent City, CA 95531

		Status	Phone #
			707-464-9793
Description	Qty	Cost	Total
Flame Sensor (For #1)	1	29.99	29.99T
PVC Piping & Pieces 4"	1	200.00	200.00T
Labor to redo PVC -Replace flame sensor and clean units.	8	99.00	792.00
Roofer may need to seal rubber roof			
Parts special order -will need to be order prior to install			

This estimate is for completing the job as described above. It is based on our evaluation and there may be problems that are not visible which may require additional parts or labor. We are not responsible for the current condition of your property or how installation affects it.			

We require 10% down payment on all approved estimates. A 15% restocking fee may apply on cancelled orders			
		Subtotal	\$1,021.99
		Sales Tax (7.5%)	\$17.25
		Total	\$1,039.24

Phone #	Fax #
707-464-4279	707-464-9793

Chimney Kraft

Buy The Fire, Inc.
700 Northcrest Dr.
Crescent City, CA 95531
707-464-4279

Estimate

Date	Estimate #
4/6/2021	9737

Name / Address
Del Norte County Library C/O John Roberts PO Box 336 Smith River, CA 95567

		Status	Phone #
			707-464-9793
Description	Qty	Cost	Total
Estimate to convert gas furnaces to electric.			
20 KW 70 K BTU Electric Furnace	2	1,591.00	3,182.00T
Furnace Base Cans	2	149.00	298.00T
Labor- Removal of gas furnaces, cap gas lines, pull flues, and seal flashing. Adapt returns to return box with filters. Adapt supply side to supply plenums.	1	3,168.00	3,168.00
Will need electrician to provide two 120 AMP 240V Circuits.			
This estimate does not include electrical.			
Electric Furnace provide 70,000 BTUs, Gas was 100,000 = 30% Less Heat			

This estimate is for completing the job as described above. It is based on our evaluation and there may be problems that are not visible which may require additional parts or labor. We are not responsible for the current condition of your property or how installation affects it.			

We require 50% down payment on all approved Spa estimates.			
		Subtotal	\$6,648.00
		Sales Tax (8.5%)	\$295.80
		Total	\$6,943.80

Phone #	Fax #
707 464 4279	707 465 8110



Moore Heating & Air

2201 Parkway Drive | Crescent City, CA 95531
707.460.6333 | dmooreheat@gmail.com |
www.CrescentCityHVAC.com

RECIPIENT:

Del Norte Public Library

190 Price Mall
Crescent City, CA 95531
Phone: 707.218.1673

Quote #527

Sent on Mar 29, 2021
Client Email bausten@delnortecountylibrary.org

Total \$19,649.80

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT COST	TOTAL
American Standard System, 5 Ton, 14 SEER	Includes: ~Outdoor Heat Pump, Model #AHP 4A6H4060G1000A ~Indoor Air Handler, Model #AAH AMSTEM4A0C60S51SB ~Heat Strips, 15 kw ~Honeywell Programmable Thermostat ~Downflow Component Kit	2	\$7,372.00	\$14,744.00
Labor	flat rate	1	\$3,800.00	\$3,800.00*

* Non-taxable

American Standard Warranty: 10 Years Compressor, Coils, All Parts
Electrical to be contracted separately.
Permit not included. It will be added to the quote upon determination of price.

This quote is valid for the next 30 days, after which values may be subject to change. Digital approval of this quote is considered a signed contract/legal document. If you'd like to use a credit card, please add 2.7% (TOTAL multiplied by .027) to the quote.

Subtotal	\$18,544.00
California Sales Tax (7.5%)	\$1,105.80
Total	\$19,649.80