

**Lompoc Library Board of Trustees
Lompoc Public Library Grossman Gallery
501 E. North Ave., Lompoc, CA 93436
Tuesday, January 13, 2015, 10:00 AM
Regular Meeting Minutes**

1. Call to Order

President Ruhge called the meeting of the Lompoc Library Board of Trustees to order at 10:00 AM.

Trustees Present: Luella Knowles, Ann Ruhge, and Linual White

Trustees Absent: Barry Marks

Staff Present: Jessica Cadiente, Library Director; Lee Edie, Library Administrative Aide; Sara Doehring, Library Manager, Patrick Wiemiller, City Administrator; Laura Candy, Administrative Aide

2. Adoption of Agenda

MOTION: It was moved, seconded (White/Knowles), and unanimously carried to discuss the agenda items in order as presented.

3. Consent Calendar

MOTION: It was moved, seconded (White/Knowles), and unanimously carried to approve the Consent Calendar as presented.

4. Presentations

New staff member Sara Doehring was introduced and welcomed as the new Library Manager.

5. Public Comment

None.

6. Library Support Activities

A. Friends of the Lompoc Public Library System

Cathy Rudolph, President of the Friends of the Library, reported that the Friends Board will be meeting today at 2:00 PM, their Decorated Christmas tree raffle was successful even with limited publicity from the local newspaper, the Lompoc Civic Theater group will be doing a second benefit musical for the Friends in November, and their first book sale of 2015 will be held this week on Thursday, Friday and Saturday.

B. Library District Libraries Foundation

Melinda Aguirre, President of the Lompoc District Libraries Foundation, was unable to attend. In her written correspondence she reported that they had received a thank you letter from Black Gold Cooperative Library System for LDLF's donation that paid the cost for downloadable audio and eBooks; and their next meeting will be held on 2/12/15 at 4:30 PM at the Lompoc Library.

7. Correspondence

None.

8. Business

A. Discussion regarding the Library becoming City Department

Jessica Cadiente, Library Director, provided background information on the process to date of becoming a City department. City Administrator, Patrick Wiemiller confirmed that staff is working toward a seamless integration; he recognizes the goal of the Trustees to position the Library as a department directly under City Administration. He is confident that since the original establishment of the Library was not by a vote of the people, that the integration is a non-legal issue. An ordinance may not be necessary but solidifies the purpose and intent of the City. He acknowledged and supported Trustees' intent to utilize current Reserves for special projects. He further spoke to a change in the board's title to Library Commission and their role adjustment acknowledging that their leadership is still vital.

B. Report on the Status of the Library Electrical Project

The Library Director provided a status report and schedule of the upcoming electrical project and requested to be granted the authority to close the building if necessary should the Library be completely without power or there is a safety concern for staff or patrons.

MOTION: It was moved, seconded (White/Knowles), and unanimously carried to give the Library Director the authority to close the Lompoc Library if the electrical upgrade project deems it necessary.

C. Consideration of the Amending of the Lompoc Library's Reserve Policy

As discussed during the last few meetings, once the Library becomes a City department the City of Lompoc's general fund reserves will provide financial stability for emergencies, of course, according to City Council. The Lompoc Library will no longer have a separate reserve fund. Upon recommendation of the City Administrator, the Lompoc Library's reserve balance should be used to provide one time funds for needed projects at the library. In reviewing the list of proposed projects, Trustees suggested that staff consider items other than capital improvement projects.

MOTION: It was moved, seconded (Knowles/White) and unanimously approved to amend the reserve policy as presented and to grant the Library Director the authority to spend the Library reserves on capital improvement projects at the Lompoc Library. Library Trustees further directed staff to provide a new list of spending opportunities at the February meeting to include items other than capital improvement projects.

D. Approve Revisions to the Unrepresented (UR); Management, Supervisory, and confidential (MS&C) Compensation Plans

Library Director Jessica Cadiente presented information regarding a revision to compensation plans for City staff that will be going before the City Council at their meeting on January 20, 2015. Staff is recommending approval of the same revisions for Library staff and confirmed that funds are available through salary savings of the Librarian II vacancy for the past seven months.

MOTION: It was moved, seconded (White/Knowles) and unanimously carried to approve the changes to the existing Compensation Plans for Library Unrepresented (UR), and Management, Supervisory, and Confidential (MS&C) employees in alignment with changes that will be presented to City Council on January 20, 2015.

E. Consideration of Update to Cell Phone Use Policy

The Library Director presented an undated staff Cell Phone Use Policy to define their use during paid work time.

MOTION: It was moved, seconded (Knowles/White) and unanimously carried to approve revisions to the Lompoc Public Library System's Cell Phone Use Policy as presented.

Lompoc Public Library System's Cell Phone Use Policy

Public use areas

1. Personal cell phones are not allowed in any public area of the library. Cell phones should be left in staff lockers.
2. Where job or business needs demand immediate access to an employee, the City may issue a City-owned and serviced cell phone to an employee for work-related communications. These phones may be used in the public use areas to complete Library business.
3. If an important call is expected and the staff member is working in a public service area, the staff member should advise a supervisor and alert him/her to the need for coverage at the time of the incoming call.

Staff use areas:

1. Cell phones need to be set to silent or vibrate mode.
2. While at work employees are expected to use personal cell phones and do text messaging only during breaks.
3. Calls should be brief, quietly handled, and should be answered or made from a break area or outside the building.

Vehicles:

1. Employees cannot text, talk, take photos, or surf the Internet while driving for work.
2. Regardless of how fast traffic is moving, employees must pull into a rest area or parking lot and stop the vehicle before placing or accepting a cell phone call.
3. Employees charged with traffic violations for using their cell phones while driving will be responsible for the resulting liabilities. (Texting and using a hand held cellular device is against the law in California.)

F. Approve Rescission of MOUs Between Library, City and LUSD

The Library Director recommended approval of rescission of the MOU between the LUSD (Lompoc Unified School District), Library and City related to a storage structure on LUSD property for the bookmobile. Ms. Cadiente stated that access and permitting relevant to an existing preschool became an issue along with specifications that were not complete which required change orders to the project and additional costs.

MOTION: It was moved, seconded (Knowles/White) and unanimously carried to approve the presented document and forward with a recommendation of approval to the City Council.

9. Library Director's November report and updates

In addition to the written report, the following were discussed.

- A meeting with other city departments to discuss the project location at 211 South I Street is pending as well as the release of the purchase order for the bookmobile.
- Final plans have been approved for the circulation desk at the Buellton Library.
- The fundraising campaign for the Village Library has met the goal to fund the new schedule set for July 1, 2015 of 28 hours; 75% of donors are new donors.
- At the January 20 Lompoc City Council meeting Judith Dale will be presented with a plaque honoring her years of services as a Library Trustee.
- Library management staff will be participating in mandatory Ethics training.

- A report has been received indicating that the governor is recommending a \$4 million cut in library funding from the preliminary budget.
- Interview with human services for \$8,000 for literacy

10. Roundtable

None.

11. Adjournment

The meeting was adjourned by Trustee Ruhge at 11:42 AM. The next meeting will be held on Tuesday, February 10, 2015 at the Lompoc Public Library, 501 E. North Ave., Lompoc at 10:00 AM.

Linual White, Secretary