

**Lompoc Library Board of Trustees
Lompoc Public Library Grossman Gallery
501 E. North Ave., Lompoc, CA 93436
Tuesday, February 10, 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, Barry Marks, Ann Ruhge, and Linual White

Trustees Absent: None

Staff Present: Jessica Cadiente, Library Director; Lee Edie, Library Administrative Aide

Others Present: Councilmember Victor Vega

2. Adoption of Agenda

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

3. Consent Calendar

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

4. Presentations

None

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, was unable to attend. In her written correspondence she reported that the Friends book sale was very successful and raised in excess of \$2,600. Donations in memory of Fran Houston and Nancy Perry now total \$3,200 and plans are to use it to enhance the Library's north patio. Trustee Ruhge indicated that the Alpha Club may be interested in assisting with the patio project.

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 Robyn Small has accepted the position of Foundation treasurer, planning is underway for the outdoor August concerts at the Library, their Endowment Committee met and minutes from that meeting are available, and their next board meeting will be at 4:30 PM on February 12, at the Lompoc Library.

7. Correspondence

A letter from City of Buellton Mayor Holly Sierra stating her opposition to the fee reductions for DVDs was read.

8. Business

A. Election of Officers

By acclamation, the following officers were unanimously approved:

President: Ann Ruhge

Vice President: Luella Knowles

Secretary: Barry Marks

CPLA (California Public Library Advocates) representative: Ann Ruhge

B. Discussion on the use of the Lompoc Library Reserves.

At the January 13, 2015 meeting, Trustees requested that the Library Director provide an expanded list of spending opportunities for the reserve funds. Following discussion regarding items on the list, the following motion was made.

MOTION: It was moved, seconded (White/Marks), and unanimously carried to use Lompoc Library reserves to fund items on the new updated list.

C. Approval of the Revisions to the Library Rules of Conduct Policy.

Library Director Jessica Cadiente presented information regarding the need to revise the Library Rules of Conduct to maintain a consistent and fair progressive discipline policy for staff to follow. She recommended adding a one month suspension after the seven day suspension and before the up-to-one-year suspension. During discussion, Trustees agreed with the need of an incremental rule and would like to see the final suspension changed from up-to-one-year to one year.

MOTION: It was moved, seconded (White/Knowles) and unanimously carried to approve the staff recommendation to add a new rule of a one month suspension of library privileges and to change the wording of the now Fifth Violation to read: Library privileges suspended for one year to be effective immediately.

Any patrons displaying these behaviors will be addressed in the following manner:

- FIRST VIOLATION: Initial warning, given copy of Library Rules of Conduct.
- SECOND VIOLATION: Library privileges suspended for one day.
- THIRD VIOLATION: Library privileges suspended for seven days.
- FOURTH VIOLATION: Library privileges suspended for one month.
- FIFTH VIOLATION: Library privileges suspended for one year.

EXCEPTION: Notwithstanding the progressive action described above, if a patron cannot or does not cease the behavior immediately upon direction from Library staff, the Library staff shall direct the patron to leave the Library immediately and not to return to the Library until the behavior ceases.

D. Consideration of Changes to the Library Fee Schedule

The Library Director shared that there has been extensive discussion at the Black Gold Administrative Council level during the past year related to standardizing the fee schedule within the consortium for all non-rental items. She added that many patrons that have high fines do not always return library materials nor return to use the library as they're unable to pay their fines. She recommended a fine of \$.25 per day for all non-rental materials to be effective March 1, 2015.

Trustees discussed the many aspects related to the recommendation before them. They expressed concern with the number of accounts in collection and related library property not being returned. Staff provided background information on the collection process and how with the current fee structure, patrons can quickly accrue fines.

Members of the audience, Judith Dale (Buellton) and Sally Prentiss (Vandenberg Village) spoke in support of the \$.25 fee and consistency between Black Gold consortium libraries.

MOTION: It was moved, seconded (Marks/Knowles) and unanimously carried to approve the following changes to the Library Fee Schedule as presented effective March 1, 2015.

To ensure the prompt return of materials, Lompoc Library System assesses fines on all late materials.

1. Fines on books, audiobooks, DVDs and music CDs are \$.25 per day per item. Fines on Rental Books and Rental DVDs are \$1.00 per day per item. Fines for ILLs and Reference books are \$.50 per day per item.
2. The maximum fine on all items is \$8.00
3. Once a patron accrues over \$10.00 in fines/fees, payment must be made before the Patron can check out any more library materials or use the library computers.

Trustee Marks would like to see a discussion on Library zones at a future meeting.

9. Library Director's December report and updates

In addition to the written report, the following information was shared.

- Meeting with Sid Harrow LUSD afterschool self-directed learning shared resources
- Bilingual storytime doing well with dual immersion schools; there are more non-Spanish speakers interested
- Will be meeting with Tech logic to discuss automated materials handling
- City department official goal date is July 1
- Lompoc door count verge of breaking 200,000 visitors in one year
- Planning for National Library Week held in April
- An application for the Library Trustee vacancy has been provided to Buellton Councilman Dan Bowman
- Community surveys will be provided in house and online to Village residents to give input on the best way to minimize Village Library hours from 41 to 28.

10. Roundtable

Trustee Marks commended staff for being patient and resourceful; he thanked Councilmember Victor Vega for attending the meeting.

Trustee White reported that the Turducken Dinner Group will be making a presentation at the February 17, 2015 City Council meeting of a \$10,000 donation to the Friends of the Library.

Councilmember Vega thanked Trustees for their volunteer time serving on the Library Board. He stated that the Library is a great resource of education for our children.

11. Adjournment

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

Barry Marks, Secretary