

**Lompoc Library Board of Trustees
501 E. North Ave., Lompoc, CA 93436
Tuesday, February 11, 2014, 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: Maria Aguiniga, Judith Dale, Luella Knowles, Ann Ruhge, Linual White

Trustees Absent: None

Staff Present: Ashlee Chavez, Library Director; Lee Edie, Library Administrative Aide

2. Adoption of Agenda

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

3. Consent Calendar

MOTION: It was moved, seconded (Knowles/Dale), 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 Library

The Library Director provided the following information from a written report submitted by Friends President Cathy Rudolph.

- The last book sale netted \$1,800 which is \$200 less than the last sale.
- Teresa Jansen has accepted the vacant member at large position.
- The sale shelf space in the Library's lobby will be called the Little Lobby Shop

B. Library Foundation

No report was provided. Staff advised the next LDLF meeting is 2/13/14 at 4:30 PM.

7. Correspondence

A letter from the Library Director in support of Tri-County Broadband Initiative was shared.

8. Business

A. Election of Officers

Trustees discussed their individual availability.

MOTION: It was moved and seconded (Dale/Knowles), to adopt the present slate of officers. There was discussion regarding the California Public Library Association (CPLA) representative and Trustee Dale said that she had not been actively participating. Trustees agreed that the representative does not have to be a Trustee and will not be filling a position at this time. The motion unanimously carried.

It was decided to discuss Items D and E at this time while awaiting Trustee White's arrival.

D. Discussion of Joint City Council Meeting on February 18, 2014

The Library Director reported that collaboration with TAP TV has been successful and the virtual tour of the library video will be ready to be shown at the joint meeting with City Council. It will be followed with a PowerPoint presentation and conclusion by Trustees' President.

E. Consideration of the Annual Report

The Library's Annual Report document was reviewed. Trustees requested the following changes:

Pg. 3: In chart, use only funding from city and pull out county money for true comparison

Pg. 4: Use bullets to highlight budget challenges; in Budget Cycle chart, change zero amounts to read No Increase

Pg. 5: Include the description of RFID (radio frequency identification)

Pg. 8: Library Foundation names without titles should include the word Board member; add Charlotte's Benton Trustees; add the total number of volunteers

Trustees talked about reasons why Lompoc City's per capita support was so low. The Library Director suggested that it may be related to not being considered a City department and pointed out that over \$100,000 of Library reserves has been used over the past 3 budget cycles to balance the Library's budget.

Trustee White recommended that a definitive policy is needed to define what Reserves should be used for and the amount to be retained to be fiscally responsible. Staff shared that the Finance Manager has recommended the retention of 25% of the operating budget after subtracting the insurance deductible. Trustees would like to address a policy for Library Reserves at a future meeting.

MOTION: It was moved, seconded (White/Knowles), and unanimously carried to accept the Library's 2013 Annual Report with recommended changes (as noted above).

B. Discussion of Literacy Program as an Adjunct Program

Literacy Coordinator Christina Chill discussed the ways in which the Library's Adult Literacy Program is unique and different from other agencies in the area. She shared that the Literacy Program has been an integral part of the library for the past 25 years, has brought nontraditional English speaking users into the library, helping to fulfill the Library's mission of providing lifelong learning for all residents, with a course that helps learners achieve real life goals.

The Library Director suggested that if the Literacy program was brought under the budget umbrella of the Lompoc Library, perhaps determining a compromise to offer to City Council in regards to funding could be the most likely way to achieve success with additional funds from the City. Due to the library's minimal "bare bones" budget the only way to cut expenditures of the Library is to cut salaries thereby reducing open hours.

Trustee White completely supports the program and would like to recommend that:

1. A fiscal review take place showing the impacts of placing this program in the library budget.
2. Research other programs and opportunities for collaboration.

Trustee White has read that past Trustees felt it important to keep the Literacy Program separate due to funding opportunities and asked if this is still relevant. The Library Director advised that if a grant opportunity required a nonprofit status, the Friends of the Library is available. She continued by saying that the only stable funding has been from the State Library with a baseline of \$10,000 and anything additional based on per capita and number of learners. Trustee Dale asked if anyone has been turned away and staff stated that there are 20-30 people on a waiting list in need of tutors. She suggested

looking at ways to utilize volunteers more effectively such as a volunteer trainer or volunteer recruiter. She indicated that the current cost per learner is too high.

Trustees also asked for more information regarding collaboration with other agencies including the Central Coast Literacy Council, local universities (a way to find tutors) and using the United Way Power Reading program.

Trustees would have to be comfortable with the position and determine the best strategy for success. Informational conversations with individual City Council members would be proposed to get a sense whether they are willing to support it.

This item was tabled to a future meeting where further research and information can be presented for Trustees to make an informed decision.

C. Discussion of the Library as a City Department

The Library Director reported that she has broached the subject with the City Attorney, Joe Pannone, and determined that the Library becoming a City department is possible. It would require updating the current City code and need approval by the City Council.

The Library Director advised that though there may be benefits in becoming a City department that the Library Board of Trustees would lose much of their autonomy and authority. Trustee Dale said that the Library should be in the best position for financial stability. Trustees requested the Finance Manager, City Administrator and City Attorney be invited to a future meeting to further discuss this issue.

D. Discussion of Joint City Council Meeting on February 18, 2014

This item was discussed after 8A.

E. Consideration of the Annual Report

This item was discussed after 8A.

F. Consideration of Purchasing of a Library Designated Vehicle Using Reserve Funds

Due to transportation issues, the Library Director proposed purchasing a Library designated vehicle with Reserve Funds. The fiscal impact and timing of such an expenditure was discussed. Trustee White asked if an alternate fuel vehicle was eligible to purchase through the utilities fund and staff said that the Fleet Supervisor did not recommend this type of vehicle due to maintenance issues.

MOTION: It was moved, seconded (Dale/Knowles), to defer the decision of purchasing a Library designated vehicle until a decision is made regarding the Literacy Program and the Library becoming a City Department.

Trustee White felt that the decision to become a City department may be a lengthy process and he would like to consider this request after the Literacy Program decision is made.

MOTION: The original motion was amended and seconded (Dale/Knowles) to reconsider the issue after a decision is made regarding the Literacy program. The motion unanimously carried.

9. Library Director's December report and updates

The Library Director reported that the library now has a new logo, a wall is being constructed between the teen and children's area, 130 people toured the digital book mobile, and she is researching changing more staff computers on to the City server for better security and maintenance and less work for staff.

10. Roundtable

11. Adjournment

The meeting was adjourned at 12:28 PM. The next meeting is a joint meeting with Lompoc City Council on Tuesday, February 18, 2014 at 6:00 PM in City Council Chambers, City Hall, 100 Civic Center Plaza, Lompoc. The next Regular meeting will be held on March 11, 2014 at 10:00 AM at the Lompoc Public Library, 501 E. North Ave., Lompoc.

Linual White, Secretary
by Lee Edie, Library Administrative Aide