

Lompoc Library Board of Trustees
Lompoc Public Library, 501 E. North Ave., Lompoc, CA
Tuesday, January 8, 2013, 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 (White/Knowles), and unanimously carried to discuss the agenda items in order as listed.

3. Consent Calendar

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

4. Presentations

New Adult Services Manager Jessica Cadiente, who began work on December 10, 2012 was introduced.

5. Public Comment

None

6. Library Support Activities

A. Friends of the Library

Friends Co-Presidents Cathy Rudolph and Roberta Mitchell reported that they are preparing for the next book sale scheduled for January 17-19. Their next meeting is scheduled for January 9 with an executive committee meeting at 3:00 PM and regular meeting at 4:00 PM. Chris Pauley, Village Library Friends representative, shared that their Support the Village Library fundraiser is at 55%. There is a "Loops for the Library" event planned for January 13, and a barbecue to be held in the spring.

B. Library Foundation

No representative was present. The Library Director shared that the Foundation will be meeting on January 10, at 4:30 PM at the Lompoc Library.

7. Correspondence

None.

8. Business

A. Completion of the Charlotte's Web Children's Library Project

The Library Director reported that the City expects to make the final payment this month to Ravatt, Albrecht & Associates of just under \$4,000 assuming that RAA submits a revised invoice and the electronic documents required per their contract. The final number will be reported as soon as the contract is finalized.

The draft MOU was provided to the parties of the MOU for review. The Library Foundation plans to discuss it at their meeting on January 10 and the Benton Trustees' lawyer is currently

reviewing the document. Options for secure storage of the bookmobile are still being explored. The Library Director has left a message for the Lompoc Unified School District Superintendent and wants to discuss the possibilities of collaboration with the schools and potential storage possibilities. Trustees asked that options of using various City locations as a storage option be revisited and reported on in the future.

B. Report on the 2012-13 budget

The Library Director reported that the budget is on track. Several changes have been made to workflow procedures that are providing savings of approximately \$2,800 through June 30 and approximately \$12,000 in FY2013-15. Other cost saving methods that make workflow more efficient are still be explored with customer service remaining the highest priority.

C. Report on the 2013-15 budget

The Library Director provided a corrected summary sheet for the Buellton Library. She highlighted changes from past years and advised that the figures used for the budget for the Charlotte's Web Mobile Library were based on information from the Finance Manager and were very preliminary. Trustees discussed program changes and capital outlay and improvement requests.

Staff advised that the goal setting workshop is scheduled for February 12 and that the Library's presentation will be in the afternoon. Trustee White suggested that after the workshop is the time to begin advocacy for the Library and the requested program changes. Trustee Ruhge commended staff on a job well done.

D. Report on the status of re-roofing of the Lompoc Library

The Library Director reported that City Engineering will be providing a status report to the City Council at their meeting on January 8. She also reported that when she questioned whether the library will need to close during portions of the construction, she was told that it will not be necessary although walkways to certain entrances will be protected and at some point there will be no access to the exterior patios.

E. Consideration of a retroactive amendment to Article 2 and Article 5 of the Compensation Plan for Lompoc Public Library Unrepresented Employees, effective January 1, 2013.

The Library Director advised that traditionally the Library Board of Trustees have voted to accept changes to the Library's Compensation Plans to align with the City of Lompoc compensation plans for like employee groups. Trustee Aguiniga asked if Trustees ever deviated from the practice and staff advised that the decision is usually based on a number of variables, budget being one of them.

MOTION: It was moved, seconded (White/Dale), and unanimously carried to approve a retroactive amendment to Article 2 and Article 5 of the Compensation Plan for Lompoc Public Library Unrepresented Employees, effective January 1, 2013.

F. Consideration of a retroactive amendment to Article 2 and Article 6 of the Compensation Plan for Lompoc Public Library Management, Supervisory, and Confidential Employees, effective January 1, 2013.

MOTION: It was moved, seconded (White/Dale), and unanimously carried to approve a retroactive amendment to Article 2 and Article 6 of the Compensation Plan for Lompoc Public Library Unrepresented Employees, effective January 1, 2013.

9. Library Director's December report and updates

The Library Director reported that she is considering applying for a Big Read grant that is due in February. The grant would provide funding necessary for a successful program. Trustees were notified that board elections will be held next month. Trustee Knowles advised that she will be on vacation and added that because of her busy schedule she would prefer to not be nominated for the president position.

At last month's meeting a report on the shelving stabilization was discussed and since then the Library Director has discussed the matter with the Building Inspector who said there is code that applies to school libraries which he feels should be applied to all libraries even though there is not a civic code and made a direct statement that the current status of the shelving being unanchored is a life safety issue and potentially negligent. This brings up the question about the branch libraries and staff will need to check on County responsibilities related to the branches. Trustee Aguiniga suggested contact with the mayor to determine a funding source since he was the one that said the shelving stabilization was not needed and funds were reallocated to the roof project. Trustee White stated that having a timeline of progress made towards completing the project would be useful in showing that the Library is working towards resolving the issue.

The Library Director announced that she is expecting their first child in July and was congratulated by Trustees. She is considering the best options for coverage of her duties during her 6-8 week absence. She has consulted with the City's Human Resources Department and was told yes regarding a part-time temporary appointment of retired Library Director Molly Gerald. Trustees approved of this option.

10. Roundtable

Trustee Aguiniga commended the Library Director on her pursuit of grants.

Trustee Dale reported that she would be meeting with the Solvang and Buellton Friends groups with Dorene Farr present regarding the Solvang Library and zoning issues. She asked Library Trustees and the Library Director how they felt about Solvang becoming a part of Zone 2 and therefore the Lompoc Public Library System. The Director and Trustees approved of Trustee Dale meeting with the groups and discussing the issue. To move forward with the idea, the varying salaries between the Solvang Library and the Lompoc Libraries would be a considerable issue.

11. Adjournment

The meeting was adjourned at 11:44 AM. The next regular meeting will be held at 10:00 AM on Tuesday, February 12, 2013 at the Lompoc Public Library, 501 E. North Ave., Lompoc, CA.

Linual White, Secretary
by Lee Edie