

Lompoc Library Board of Trustees
Lompoc Public Library, 501 E. North Ave., Lompoc, CA
Tuesday, February 19, 2013, 1:00 PM
Regular Meeting Minutes

1. Call to Order

President Ruhge called the meeting of the Lompoc Library Board of Trustees to order at 1:04 PM

Trustees Present: Maria Aguiniga, Judith Dale, Ann Ruhge,

Trustees Absent: Luella Knowles, Linual White

Staff Present: Ashlee Chavez, Library Director; Jessica Cadiente, Adult Services Manager

2. Adoption of Agenda

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

3. Consent Calendar

MOTION: It was moved, seconded (Dale/Aguiniga), 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

Friends Co-President Roberta Mitchell reported that the Friends had a successful book sale and had over \$2,000 in sales. Friends members total 677 (252 of which are utility patrons – meaning they donate to the library through their utility bill and thus are granted membership), leaving 316 regular members.

B. Library Foundation

No representative was present.

7. Correspondence

Two letters were provided by the Library Director. One was from Anita Friedman, thanking Library Director Ashlee Chavez for speaking to the Lompoc Soroptomist Group. The other letter was from Andrea Fox, president of Unique Management Services, explaining that based on funds recovered, the library was receiving and \$4-1 return on investment.

8. Business

A. Election of Officers

MOTION: It was moved, seconded (Dale/Aguiniga) and unanimously carried to leave the officers from the last year in place for the upcoming year. Ann Ruhge as President; Luella Knowles as Vice-President; Linual White as Secretary; Judith Dale as CALTAC rep.

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

The final payment to Ravatt has not yet been made, City staff has advised; however, the amount of \$3,806.55 is confirmed and will be paid after Ravatt provides their ~~cad~~CADD files.

The Library Director reported that she had recently met with Greg Kampf and Laura Lee Parks, the Superintendent and Head of Curriculum at Lompoc Unified School District. They were very interested in collaborating with the library regarding the bookmobile and if there is space would be happy to store the vehicle on the library's behalf. The Library Director was given a staff member's name at LUSD to contact about the storage.

It was also reported that Barbara Holt from the Benton Trustees had contacted the Library Director the previous week and informed her that she would be ~~turning in~~submitting very minor revisions to the MOU from the Benton Trust's lawyer to City Attorney, Joe Pannone. A new MOU will be created based on these revisions and the Foundation's rejection of the MOU and would then be approved by the Benton Trust and the City Administrator.

Trustee Aguiniga asked if a plan was in place to proceed once the MOU had been resolved. The Library Director advised that she planned to immediately contact the identified consultant and continue working with other community organizations regarding their interest in being a stop for the bookmobile.

C. Report on the 2012-13 budget

There were no questions related to the 2012-13 budget from the Trustees.

D. Report on the FY13-15 budget process and a presentation on FY13-15 budget as presented to City Council by Library Director, Ashlee Chavez

The Library Director reported on the City Council budget workshop that took place on February 12. Highlights from the report are as follows:

- Finance Director, Brad Wilkie reported that the City was in a better financial position that it has been in the past and that sales tax revenues are up 10%. The deficit for the FY13-15 budget is \$405,869, which is not including the \$1.2M of concessions, such as employee furloughs.
- The Library Director's meeting with the City Administrator and Finance Director to discuss the budget is on February 25 from 2-5pm.
- The Library Director briefly shared her presentation to City Council with Trustees.
- Feedback from council regarding budget requests: Councilmember Costa expressed an interest in matching state funds for the Literacy program. This would provide approximately \$20,000 per year to the Literacy program from the City. Other councilmembers did not express an opinion on the Literacy program. The Library Director asked the Trustees if she could push for the full funding of \$26,000 from the City, rather than the \$20,000 – as the \$6,000, though seemingly a small amount, is a relatively large number for a program that already fundraises \$6,000 annually and writes grants for another \$7,000. Trustees agreed with this approach.
- All councilmembers showed an interest in RFID technology and suggested using library impact fees to pay for it. The library has \$234K in impact fees, currently \$227K is set aside for the Charlotte's Web project. The Library Director suggested this be an agenda topic for a future meeting. Trustees agreed and Trustee Aguiniga asked that at that time to have the limitations for spending impact fees ~~to be~~ presented.
- Regarding Capital Outlay requests – all councilmembers agreed they would like to see the carpet and dumbwaiter projects in the next round of CDBG funding; slab footing on the exterior of the

building is aesthetic and unlikely to be funded. The Library Director suggested to Trustees that the shelf stabilization project be tied to the carpet project, since they go well together. Trustees agreed with this direction.

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

There were no further questions from Library Trustees on the subject.

F. Consideration of an annual “Food for Fines” program during National Library Week.

Trustees had several questions regarding the length of the program, timing and the amount of money associated for each item library patrons bring in. The Library Director explained that for the first time, it might be best to start small and then change in the following years as needed. Trustee Aguiniga suggested ways of promoting the campaign.

MOTION: It was moved, seconded (Dale/Aguiniga) and unanimously carried to approve an annual Food for Fines program to take place during National Library Week.

G. Consideration of a change to the Adult, Children’s and Teen Policies regarding the time limit for computer usage.

MOTION: It was moved, seconded (Dale/Aguiniga) and unanimously carried to approve a change in the Adult, Teen and Children’s Internet policies regarding the time limit for computer usage effective March 1, 2013. All policies will be edited to state: “use of the Internet computers is limited to 90 minutes per person per day.”

H. Consideration of a change to the Unattended Child Policy

MOTION: It was moved, seconded (Dale/Aguiniga) and unanimously carried to approve a change to the Unattended Child Policy effective March 1, 2013 that states: Children 8 years or older may use the library for ninety minutes when unaccompanied by a parent or other responsible caregiver.

I. Approval of the Lompoc Library Annual Report 2012

Trustees approved of the report as presented.

I. Schedule time for Library Director’s six-month performance evaluation

It was decided that a closed session meeting would be held following the March 12 meeting to complete the Library Director’s performance evaluation. Trustee Aguiniga asked for the Library Director’s goals and the tool for completing the evaluation to be sent to Trustees prior to the meeting. Trustees decided to move the next meeting on March 12 to take place at 8:30AM rather than 10:00AM.

Trustee Aguiniga asked about the Library Director’s planning of her upcoming maternity leave. The Library Director reported that she thought she could parcel out the necessary tasks during her time off, without asking previous Library Director, Molly Gerald, to return part-time to cover. Trustees agreed with this assessment.

9. Library Director’s December report and updates

The Library Director stated that she would provide a report on the library’s new hours at the next meeting. She also reported that she was exploring costs related to custodians and internal branch deliveries.

10. Roundtable

No roundtable items were brought forward.

11. Adjournment

The meeting was adjourned at 2:04 PM. The next regular meeting will be held at 8:30 AM on Tuesday, March 12, 2013 at the Lompoc Public Library, 501 E. North Ave., Lompoc, CA.

Linual White, Secretary

by Ashlee Chavez, Library Director