

Lompoc Library Board of Trustees
Lompoc Public Library, 501 E. North Ave., Lompoc, CA
Tuesday, May 14, 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 (Knowles/White), and unanimously carried to discuss the agenda items in order as listed.

3. Consent Calendar

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

4. Presentations

Library Trustees awarded a Certificate of Appreciation to Charles Zimmer for his five years of service to the community as a volunteer at the Lompoc and Village libraries.

5. Public Comment

None

6. Library Support Activities

A. Friends of the Library

Friends Co-Presidents Cathy Rudolph and Roberta Mitchell were present and reported approval of their budget for 2013-14 in which \$24,000 is being used from reserves to fund projects for the library. They will be meeting with the Benton Trustees regarding consideration of becoming their new pass-through agency.

B. Library Foundation

No representative was present. When asked, the Library Director advised that the Foundation rep indicated a report would be sent but none was received. They have a meeting today at 4:00 PM.

7. Correspondence

A. Letter from National Endowment for the Arts regarding The Big Read grant application.

B. Secret Shopper review of the Lompoc Public Library

Trustee Dale stated that she was especially pleased with the positive comments related customer service and the library's interior and that the negative points were related to items that staff has little control over – such as location. Trustee Aguiniga suggested contacting Lompoc In Bloom to enhance the appearance of the entrance. Staff advised that the Parks Maintenance Department responsible for

library grounds has a limited amount of time they can spend and anything labor intensive would not be doable.

- C. Memo from Acting State Librarian, Gerry Maginnity, regarding Books4U program and award
Staff advised that the library qualified, with the lowest per capita, for the full \$10,000 and required to spend the funds in 30 days.
- D. Memo from Mike Dillion, CLA Lobbyist regarding Budget Ask and Literacy Funding
Trustee Aguiniga suggested a sample letter for lobbying and staff shared that this is sometimes available depending upon the topic in question.

8. Business

A. Consideration of the FY2013-15 budget and the use of reserves or elimination/reduction of staff positions.

The Library Director reported on several issues related to the upcoming budget culminating with the fact that every year since 2007 there has been a deficit requiring the use of Reserves. Bob Cross, City Finance Department rep, was available to answer questions from Trustees related to increased personnel costs for this budget and looking forward to FY15-17 and beyond. Even though staff has made many cost saving concessions to reduce the use of Reserves, a large deficit continues to remain. The Library Director provided a number of options for consideration. Trustees, while discussing the options, agreed that Reserves are for emergencies and not operations.

MOTION: It was moved and seconded (White/Dale), and unanimously carried to accept staff's recommendation to eliminate the full time Library Assistant I position and reduce the full time Computer Technician position to a 75% job-share, moving the Lompoc Library forward without the use of reserves and preserving a balanced budget.

B. Consideration of the "chargeback" to branch libraries for professional services

As requested at the April 2013 meeting, Trustees requested staff to provide more detailed information regarding the number of hours spent by Lompoc Library administrative staff for duties related to branch libraries. After discussing a number of items with supervisory staff, an updated chart was provided. Buellton Library Branch Manager Liz Chapman expressed some ideas that have been shared with the Library Director which would allow branch staff to take on some new tasks. She also would like a tracking of the time spent by the professional staff to make sure branch libraries are appropriately charged. The Library Director has also consulted other Santa Barbara County libraries and directors are interested in exploring ways to be consistent with each other in the way the chargeback is handled. Trustee Dale said that she agreed with the chargeback and that there is a need for the County to accept responsibility.

MOTION: It was moved, seconded (Aguiniga/Dale) and unanimously carried to increase the chargeback to the Buellton Library and Village Library in FY13-14 using year one of the originally suggested three year phase-in and the costs can be adjusted in FY14-15 to reflect the new methodology that will be determined. While unlikely, if the branches are overcharged in FY13-15, the cost in FY14-15 can be adjusted to reflect that. The fiscal impact of that decision for both branches in FY13-14 would be: Buellton: \$3,568.35 and Village: \$2,343.47.

C. Consideration of the future of the Literacy Program

With no apparent support from the City Council, the Library Director and Literacy Coordinator want what is best for the program. With limited revenues available for FY13-14 based on state funding, grants, and support from the Friends, the Literacy program can begin moving forward on a “month-to-month” status with the funding that is available.

MOTION: It was moved, seconded (Dale/White), and unanimously carried to change the status of the Literacy program to a “month-to-month” program in FY13-14 using available grant funds, fundraising, the Friends of the Library, and state funding. The Board and staff work to find a solution to keep it ongoing. The Literacy Coordinator will begin working with the community to determine how the program may continue in FY14-15 and beyond in a different capacity, potentially without a Literacy Coordinator running the program.

D. Report on the completion of the Charlotte’s Web Children’s Library Project

At their meeting of April 11, 2013, the Lompoc District Libraries Foundation voted to not be party to a new MOU, except to rescind the prior MOU from 2006. They also decided that they no longer wanted to act as a pass-through for the Benton Trust and that they would transfer all monies they had raised for the project to the City. These decisions were shared with the Benton Trustees at a meeting on April 25, 2013. As a result of that meeting, the Benton Trustees contacted the Library Director to discuss potential ideas for a new 501(c)3 organization to act as a pass-through for the Benton Trust monies. The Friends of the Library was indicated as a possibility. A meeting between the Benton Trustees and Friends will be arranged. Until a new MOU is completed, the project is delayed.

E. Report on the status of the Library’s re-roofing project

The project is on track with anticipated construction in fall 2013.

F. Report on the 2012-13 budget

The report was accepted as presented.

9. Library Director’s April report and updates

The Library Director reported on a preliminary meeting with the Santa Barbara Library Director and Herman Parker from Santa Barbara County relative to transferring operation oversight of a few of the branch libraries in Black Gold’s Zone 1, under the direction of the Santa Barbara Library, into Lompoc’s Zone 2. Trustees will be briefed as additional information becomes available.

The Library Director reported that the library parking lot project is being funded with a one-time funding allotment and that CDBG money is available for the shelving retrofit.

10. Roundtable

Trustee Aguiniga commended the Library Director on a great job related to some very tough budgetary decisions.

11. Adjournment

The meeting was adjourned at 11:40 AM. The next regular meeting will be held at 10:00 AM on Tuesday, June 11, 2013 at the Lompoc Public Library, 501 E. North Ave., Lompoc, CA