

Lompoc Library Board of Trustees
Lompoc Public Library, 501 E. North Ave., Lompoc, CA
Tuesday, September 10, 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

Certificates of Appreciation were presented to Library staff members Jessica Cadiente and Lezlee Hurtado for taking on additional tasks due to the elimination of a full time staff position, and Patricia Phillips for her dedicated service as Circulation Supervisor which is ending due to budget cuts and her new role in a different capacity. A certificate was also presented to Richard and Nina Taylor for their dedicated volunteer service in many capacities throughout the years and best wishes for their move to Tennessee.

5. Public Comment

None.

6. Library Support Activities

A. Friends of the Library

Friends Co-President Cathy Rudolph reported:

- Current membership is at 717 members plus 17 junior members
- Updating bylaws due to changing fiscal year end from April 30 to June 30
- Progress continues on fundraiser play "Hello Kitty" scheduled for Nov. 10, 2013
- Green light from legal counsel regarding Charlotte Web MOU
- Next Board meeting is scheduled for October 29 and new officers will be elected.

B. Library Foundation

President Suzanne Schwark reported that the Foundation is still planning to present the City with a check for \$285,015.18 for the Charlotte's Web project at the September 17, 2013 City Council meeting. (See further discussion regarding the Library Foundation's role in the new MOU under 8A.)

7. Correspondence

None.

8. Business

A. Report on the completion of Charlotte's Web Children's Library Project

The Library Director provided a timeline of the history and process of the MOU. Discussion ensued regarding the Library Foundation's role in the new MOU. Trustees requested staff to set up one more meeting between the parties of the MOU asking for a finalization to the agreement at that meeting.

B. Report on the status of the Library's re-roofing project

The Library Director advised that the written report includes the most updated information and that the project is on schedule.

C. Consideration of approval of the FY 2013-14 Agreement for Operation of a Countywide Library System

The Library Director advised that the County Board of Supervisors approved the agreement on August 20, 2013. The per capita support allocated by the County was increased from the 2012-2013 level of \$5.98 to \$6.90 for library services in FY 2012-2013.

MOTION: It was moved, seconded (Dale/Knowles), and unanimously carried to approve the Agreement for Operation of a Countywide Library System, and forward the agreement to the City Council with a recommendation for approval.

D. Scheduling of meetings at Buellton and Village libraries

MOTION: It was moved, seconded (White/Knowles), and unanimously carried to hold the October 8, 2013 meeting at the Village Library at 6:00 PM and the December 10, 2013 meeting at the Buellton City Council Chambers at 10:00 AM.

E. Consideration of revisions to the schedule of open hours for the Lompoc Library

At last month's meeting Trustees provided input during discussion about restoring 8 hours of service at the Lompoc Library as a result of additional funding from the County of Santa Barbara. The new hours proposed will work for the operational needs, patron needs and have regularity to be easily remembered.

MOTION: It was moved, seconded (Dale/Knowles), and unanimously carried to approve the revisions to the schedule of open hours for the Lompoc Public Library effective October 21, 2013. The new schedule will be Monday through Thursday, 10 AM to 7 PM, Friday and Saturday, 1-5 PM, and closed on Sunday.

F. Approval of revisions to the Library Rules of Conduct policy

The Library Director addressed the need to deal with repeat offenders of the Library Rules of Conduct in a fair and consistent way and recommended adding additional language to the policy.

MOTION: It was moved, seconded (Dale/White), and unanimously carried to add the following language to the end of the Library's Rules of Conduct.

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 up to 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.

9. Library Director's May report and updates

The Library Director gave an update on the progress being made with the new inventory control system. It was suggested that a reception be held when the system is operational. The parking lot is being prepared for slurry seal in October. The City Finance department's goal is to close the last budget cycle by end of September. As soon as the final audit is complete, Trustees will be provided with the information. At the conclusion of the meeting, Trustees were invited to view the newly arranged quiet reading lounge area of the library. Memorial funds from a past library volunteer's family were used to purchase two tables to blend with the furnishing in that area.

10. Roundtable

Trustees Ruhge and Dale congratulated staff for the good attendance at the Rally for Literacy event and the great publicity.

11. Adjournment

The meeting was adjourned at 11:21 AM. The next Regular meeting will be held on October 8, 2013 at 6:00 PM at the Village Library, 3755 Constellation Rd., Lompoc.

Linual White, Secretary
by Lee Edie, Library Administrative Aide