

**Lompoc Library Board of Trustees**  
**Village Library, 3755 Constellation Rd., Lompoc, CA**  
**Tuesday, October 8, 2013, 6:00 PM**  
**Regular Meeting Minutes**

**1. Call to Order**

President Ruhge called the meeting of the Lompoc Library Board of Trustees to order at 6:00 PM.

Trustees Present: Judith Dale, Luella Knowles, Ann Ruhge, Linual White

Trustees Absent: Maria Aguiniga

Staff Present: Ashlee Chavez, Library Director; Lee Edie, Library Administrative Aide; Stacy Brigman, Village Library Branch Manager

**2. Adoption of Agenda**

MOTION: It was moved, seconded (White/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**

Stacy Brigman, Village Library Branch Manager, gave the Village Library's annual report to Trustees which highlighted programs, donations, the initiation of monthly book sales of Friends encore items, and an upcoming rental book section. Trustees expressed their satisfaction and thanked Ms. Brigman for the report.

**5. Public Comment**

None.

**6. Library Support Activities**

**A. Friends of the Library**

Friends Co-President Cathy Rudolph provided a written report with the following information:

- Upcoming fundraisers:
  - o Lompoc Civic Theater's performance of "Looking for Kitty." The corrected date for the play is Nov. 3, 2013
  - o Raffle of a two-pound box of See's Candies (nuts and chews)
  - o Decorated Christmas trees
- Next Board meeting is scheduled for October 29 and new officers will be elected.

**B. Library Foundation**

No report was provided. The Library Director advised that the next Foundation meeting is scheduled for October 10, 2013.

**7. Correspondence**

None.

## 8. Business

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

The Library Director reported progress with the Lompoc Unified School District. They are finalizing the MOU regarding the potential site where the bookmobile could be stored on LUSD grounds. Once the document is received from LUSD, it will be reviewed by the City Attorney.

Trustee Knowles inquired about the Library Foundation's status in the new MOU. The Library Director advised that the most recent draft has been approved by both the Friends of the Library and the Benton Trustees. It has not yet been approved by the Library Foundation; however, it is the only item on the agenda for the October 10<sup>th</sup> Foundation meeting. She will share information as it presents itself.

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

The Library Director advised that the contractor is working on a punchlist and cleanup. Completion of the drain pipe and section of sidewalk should be completed by the end of the week.

### C. Report on the 2013-14 Budget

The Library Director advised that the City Finance Department has closed out FY 2012-13. She emphasized that the provided report is based on the adopted budget but that future reports will reflect additional funding from the County of Santa Barbara as well as the Literacy budget. With the current Federal budget situation, she shared that the Federal Correction Complex's contract is on hold and the revenue projection for that service, included under fines/fees, may be affected. Expenditures for the RFID project have yet to be posted. Staff will present a report on the project to the City Council at their November 5<sup>th</sup> meeting.

### D. Consideration of eliminating the \$1.00 hold fee

The Library Director reported on action and reasoning undertaken by the Black Gold Administrative Council to eliminate the hold fee system-wide effective July 1, 2014. Although the loss of revenue is challenging, there is an offset to a portion of it through a decision to evaluate and change the contribution formula of the cost of the eBook service which, for the Lompoc System, has been reduced by \$7,000.

Trustee White conveyed that he will support staff's recommendation but is concerned with the loss of revenue generated by elimination of this fee.

MOTION: It was moved, seconded (Dale/Knowles), and unanimously carried to eliminate the \$1.00 hold fee for all materials effective July 1, 2014.

### E. Consideration of revisions to the Library Cards Policy

After discussion of the staff report, Trustees were satisfied and took the following action.

MOTION: It was moved, seconded (White/Dale), and unanimously carried to approve the Library Cards policy effective October 9, 2013.

## LIBRARY CARDS POLICY

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In order to borrow library materials from the Lompoc Library System, patrons must register for a Lompoc Library System card. Library cards are issued in order to maintain accurate records of materials that are checked out, and to gather library usage data so the library can evaluate and improve collections and

services. Library cards are issued free of charge. By applying for a library card, applicants agree to comply with all borrowing rules of Lompoc Library System, pay all charges to the card, and notify the library immediately if their card is lost or stolen, or if their address or contact information changes. Patrons may only have one Lompoc Library System account. Library users may NOT have different Lompoc Library System accounts under variant names. Children may not have multiple cards with different parents or guardians.

The library may, at any time, require that current picture identification and/or current address verification be shown. Borrowers should bring appropriate identification in addition to the Lompoc Library System card.

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#### ADULT LIBRARY CARD

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Any adult patron may receive a library card with provision of valid photo identification (ID) and proof of current address.

#### VALID PHOTO ID INCLUDES:

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- Government issued driver's license
- Government issued photo identification card
- Government issued photo passport or visa
- School issued identification card
- Matrícula Consular

#### VALID PROOF OF ADDRESS INCLUDE:

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- Personal checks
  - Utility bill
  - Current mail
  - Hunting or fishing license
  - Voter registration card
  - Lease or mortgage papers
  - Car insurance or registration
1. Patrons who **cannot** provide identification with their current address at the time of application cannot obtain a card until proof of address is shown.
  2. If a notice is returned in the mail, the patron **MUST** show proof of **CURRENT** address. The proof of address must be something besides a driver's license.
  3. No patron may have more than one library card from any Black Gold library. A patron who has moved from the jurisdiction of another member library to Lompoc will have his registration updated after providing current verification of address.

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#### JUVENILE LIBRARY CARD

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1. All children and teens under the age of eighteen (18) are eligible for a Lompoc Library System card.
2. The minor's parent or legal guardian's Lompoc Library System card must be in good standing. A library card in good standing is one with less than \$10 in fines/fees.

3. The minor's parent or legal guardian must appear in person to take financial responsibility for all fines and fees accrued on the minor's card. Proper picture identification and proof of residence are required from parents or guardians.
4. Only the parent or guardian whose name is on the account may change the information on the minor's record, or have access to information about the minor's record, including materials checked out. *See privacy policy for further information.*
5. Children are issued only one card. Lompoc Library System understands there are circumstances such as divorce or separation where a parent or legal guardian may wish the Library to issue multiple cards for their child. However, in order to keep accurate records and statistics, Lompoc Library System cannot issue multiple cards for individuals.
6. **Lompoc Library System does not act *in loco parentis*. It is the parent or legal guardian, and only the parent or legal guardian, who may restrict their children, and only their children, from access to library materials and services. Parents and legal guardians who wish to restrict their children's access to certain materials or services should advise their children of the restriction.**

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#### INTERNET ONLY CARD

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1. If you cannot provide proof of your address you can still apply for an Internet Only Card.
2. A valid picture ID is required to be issued an Internet Only Card.
3. This type of card gives a patron access to the library's public computers, but cannot be used to check out materials.

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#### NAME OR ADDRESS CHANGE

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1. Patrons whose name and/or address have changed must update their account information. Acceptable picture ID and address verification must be presented to update an account.

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#### LOST OR STOLEN CARDS

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1. The Library Card is to be treated as if it were a credit card.
2. If a library card is lost or stolen, it is important that the Library be notified IMMEDIATELY so that the library card account can be blocked.
3. Patrons are responsible for all materials checked out on a lost, stolen, or loaned library card along with any fines, fees, or damages incurred, until the library has been notified of the loss.

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#### REPLACEMENT CARDS

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1. A \$1.00 fee and presentation of a photo I.D. are required for card replacement. \$1.00 must be paid at time of replacement. It cannot be charged to patron's account.
2. Minors who wish to replace a lost card must present a valid photo ID or have a parent or guardian present to obtain a new library card.

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#### BLOCKED ACCOUNTS

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Patron checkout or Internet usage privileges may be suspended for the following reasons:

1. Additional information (such as address, phone number, or email verification) is needed.

2. Library card has been reported lost or stolen.
3. Fines/Fees exceed maximum of \$10.00. Patrons must resolve the identified issue before a card can be unblocked.

**F. Consideration of a new staff use of library materials policy**

After discussion related to information in the staff report, Trustee Ruhge asked about volunteers and staff advised that this would extend to them as well. Trustees were satisfied and took the following action.

MOTION: It was moved, seconded (Dale/White), and unanimously carried to approve the Staff Use of Library Materials policy to be effective October 8, 2013.

STAFF USE OF LIBRARY MATERIALS

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1. Library staff members who wish to borrow Library materials must have a library card from a Black Gold Library.
2. Library staff may not issue cards to themselves or to members of their families. Another library staff member must perform this process.
3. Library staff may not clear fines or fees from their own account or from their family member's accounts. Another library staff member must perform this process.
4. Library staff members may place requests on materials for themselves or for their family members. They may not alter their place in the request queue.
5. Library staff may not remove items from processing shelves for early check out.
6. Library staff members are charged standard fees for fines, lost, or damaged materials.
7. Library staff may not extend check out periods or renew items past the renewal limit.

**G. Consideration of an amendment to Article 1 of the Compensation Plan for Library Unrepresented (UR) employees**

MOTION: It was moved, seconded (Knowles/Dale), and unanimously carried to approve the amendment to Article 1 for the Compensation Plan for Library Unrepresented (UR) employees effective July 1, 2013.

**H. Consideration of an amendment to Article 1 of the Compensation Plan for Library Management, Supervisory & Confidential (MS&C) employees**

MOTION: It was moved, seconded (White/Knowles), and unanimously carried to approve the amendment to Article 1 for the Compensation Plan for Library Management, Supervisory & Confidential (MS&C) employees effective July 1, 2013.

**I. Consideration of closure dates for 2014**

MOTION: It was moved, seconded (Knowles/White), and unanimously carried to approve the 2014 Library Closure dates.

Wednesday, January 1	New Year's Day
Monday, January 20	Martin Luther King Day
Monday, February 17	Presidents' Day
Monday, May 26	Memorial Day
Friday, July 4	Independence Day

Monday, September 1	Labor Day
Tuesday, November 11	Veterans Day
Thursday, November 27	Thanksgiving Day
Friday, November 28	Day after Thanksgiving
Wednesday, December 24	Christmas Eve Day
Thursday, December 25	Christmas Day

**9. Library Director’s September report and updates**

The Library Director gave an update on the progress being made with the new inventory control system with an anticipated “live” date of October 14<sup>th</sup>. A reception will be held the morning of October 21<sup>st</sup> to thank staff and volunteers for the part they played organizing and readying library materials for the new system. The Lompoc Library’s parking lot will be closed for slurry seal on October 11<sup>th</sup> and restriped shortly thereafter. The Library Director recently completed a California State broadband survey which may provide potential funding in the future; all but six libraries in the state completed the survey. The Library Director and Literacy Coordinator will meet next week to discuss the program’s budget and future.

**10. Roundtable**

Trustee White announced that for the group’s 10<sup>th</sup> anniversary, the Turducken Dinner Group is holding a Turducken Speakeasy Roaring 1920’s fundraiser dinner on November 9<sup>th</sup> to benefit the libraries in Lompoc, Buellton and Vandenberg Village. He asked staff to provide a wish list for specific needs fundraising attention at the event.

Trustee Ruhge announced that the Alpha Club is holding a Fashion Show on November 2<sup>nd</sup> with a portion of the proceeds to benefit the Library’s Literacy program.

Trustee Dale announced that on November 3<sup>rd</sup> the Solvang and Buellton Friends groups are hosting a “Birdies, BBQ, and Books” Golf Tournament at the Zaca Creek Golf Course.

**11. Adjournment**

The meeting was adjourned at 7:05 PM. The next Regular meeting will be held on November 12, 2013 at 10:00 AM at the Lompoc Public Library, 501 E. North Ave., Lompoc.

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Linual White, Secretary  
 by Lee Edie, Library Administrative Aide