

**Lompoc Library Board of Trustees**  
**City of Buellton Council Chambers, 140 W. Hwy. 246, Buellton, CA**  
**Tuesday, December 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, Elizabeth Chapman, Buellton Library Branch Supervisor

**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 (Dale/Knowles), and unanimously carried to approve the Consent Calendar as presented.

**4. Presentations**

Liz Chapman provided further details to her written report on the programs and outreach for the Buellton Library.

**5. Public Comment**

None.

**6. Library Support Activities**

**A. Friends of the Library**

Cathy Rudolph and Roberta Mitchell, Friends Co-Presidents, reported:

- October book sale broke the last book sale profit record;
- Used books for sale on the lobby shelves continue to be a good money maker;
- the Lompoc Civic Theater's performance of "Looking for Kitty" held on November 3 netted a \$600 profit;
- the raffle of a two-pound box of See's Candies \$300;
- current fundraiser is the Decorated Christmas trees;
- completed the process to change their fiscal year to match the library's and updated bylaws;
- Roberta Mitchell will be stepping down as Co-President but will remain on the Board for 2014.

**B. Library Foundation**

No report was provided. The Library Director reported that the Foundation's December meeting has been cancelled.

**7. Correspondence**

A letter of congratulations and appreciation to the Turducken Dinner Group from the Library Board of Trustees for their recent successful fundraising event on November 9, 2013 and the benefit their efforts provide to the Lompoc Library System.

MOTION: It was moved, seconded (Knowles/Dale), and unanimously carried to approve the letter as written.

## **8. Business**

### **A. Consideration of the Literacy Program's Community Development Block Grant request**

The Library Director reported that should funding be in place to continue the Literacy program into the next fiscal year, that it is imperative to submit the CDBG grant.

MOTION: It was moved, seconded (Dale/White), and unanimously carried to approve a request of \$10,000 in CDBG funds to cover salary and instructional materials for the Literacy's Adult Reading Program for FY 2014-15 and authorize Trustee Ruhge to sign a letter confirming the approval.

### **B. Consideration of early closure at the Lompoc, Buellton, and Village Libraries on New Year's Eve.**

The Library Director reported on reasoning for the early closure and recommendation that it be an ongoing special closing time.

MOTION: It was moved, seconded (Knowles/White), and unanimously carried to approve an ongoing special closing time of 5:00 PM at the Lompoc, Buellton and Village libraries on New Year's Eve (if New Year's Eve falls on a day when the Library is open and the normal hours of operation extend past 5:00 PM) effective immediately.

### **C. Discussion and planning of joint meeting between City Council and Library Board of Trustees**

The Library Director and Trustees discussed a number of topics and manner in which to make the presentation. Trustee White recommended to defer to the Library Director's discretion for content and felt that a short video followed by the Library Director's presentation and concluding statement from the Library Trustees' President. Trustees agreed.

The joint meeting is scheduled for 6:00 PM, February 18, 2014.

## **9. Library Director's October report and updates**

The Library Director reported that the purchase order authorizing work to begin by the bookmobile consultant has been completed. A timeline will be provided at the next Trustees meeting. The sign at the 211 South I Street property will be replaced with one that references the location to be a future stop of the mobile library. Regarding the structure to be located on LUSD property, an estimate was received for \$45,000.

## **10. Roundtable**

Trustee Ruhge announced that as a member of the Alpha Club, she requested that the Library's Literacy Program be one of the three recipients of proceeds from their annual fashion show fundraiser. A check for \$500 is forthcoming. She also mentioned that her term as a Trustees was expiring. Staff will check with the City Clerk's office to see when letters are scheduled to be mailed.

Trustee Dale congratulated Literacy staff on their hand-made card for the non-tea fundraiser. With all the solicitation of donations at this time of year, she felt that people would be more willing to give with the obvious extra care.

## **11. Adjournment**

The meeting was adjourned at 11:17 AM. The next Regular meeting will be held on January 14, 2014 at 10:00 AM at the Lompoc Public Library, 501 E. North Ave., Lompoc, CA.