

**Lompoc Library Board of Trustees**  
**City of Buellton Council Chambers, 140 w. Hwy. 246, Buellton, CA**  
**Tuesday, December 11, 2012, 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, Liz Chapman, Buellton Library Branch Manager

**2. Adoption of Agenda**

MOTION: It was moved, seconded (Knowles/Dale), 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, Buellton Library Branch Manager, reported on the 2012 events, upgrades to the library's equipment, and furnishing and goals for 2013. She also spoke about the current Friends of the Library fundraiser that is seeking donations to fund the purchase of library materials.

**5. Public Comment**

None

**6. Library Support Activities**

**A. Friends of the Library**

Friends Co-President Cathy Rudolph shared that a donation of \$10,000 had been received from the Turducken Group as a result of recent fundraising events which supports all three libraries; a \$30,000 grant was awarded by the Roy and Ida Eagle Foundation to replace computers at the Lompoc and Village Libraries; the Decorated Christmas Tree fundraiser netted over \$400; and the year-round Encore book and magazine sales are doing very well. Their next meeting is scheduled for January 8, 2013 at 4:00 PM.

**B. Library Foundation**

No representative was present. The Library Director shared that the Foundation will be meeting on December 13, 2012 at the Lompoc Library.

**7. Correspondence**

None.

**8. Business**

**A. Completion of the Charlotte's Web Children's Library Project**

The Library Director reported that the City Attorney provided a draft of the new MOU to the Library Director and after revisions between the Director and Attorney, this draft has been provided to the parties of the MOU for review. Trustees were interested in seeing a copy of the draft document. City staff will be making a formal request of the architect to cease design work on the project and will negotiate the final payment. The building permit will expire at the end of

December and will not be renewed since the scope of the project has changed. A permit fee refund of 80% will be transferred back into the project account. Options for secure storage of the bookmobile are still being explored. Potential cooperation with the school district for storage of the bookmobile will be researched in January.

Trustee Ruhge, as a courtesy to the City Council, requested that the Library Director periodically provide a status report of Charlotte's Web project.

**B. Report on the 2012-13 budget**

The Library Director reported that the budget is on track. The higher personnel amount last month is due to the benefit payout of the retired library director.

Library Directors again met with County Community Services Department Director, Herman Parker, who will be reporting to the Board of Supervisors that the current model should not be changed. A thank you was extended to Trustee Dale for her contact with Mr. Parker.

**C. Report on the status of re-roofing of the Lompoc Library**

The Library Director reported information from City Engineering on the re-roofing project and provided a proposed timeline for the project.

**D. Consideration of closing time on December 31, 2012 and December 31, 2013 for the Buellton Library**

The Library Director reported that very few patrons visit the library in the evenings on New Year's Eve and recommended a 6:00 PM closing time this year and 2013.

MOTION: It was moved, seconded (Knowles/White), and unanimously carried to approve a 6:00 PM closing time for the Buellton Library on December 31, 2012 and December 31, 2013.

**9. Library Director's November report and update**

The Library Director reported that she has not received firm information related to the stabilization of the library shelving/contents and will be meeting with the City's Public Works Director for an exact determination. An update will be provided at the next meeting.

Staff reported that the Roy and Ida Eagle Foundation notified the Friends of the Library of the award of \$30,000. Once received, the grant funds will be used to replace computers for the Lompoc and Village Libraries.

The new Adult Services Manager, Jessica Cadiente, began work on 12/10/12. She will be invited to the next meeting to meet Trustees.

Trustee White asked about the auditor review. The Library Director advised that the report, provided to the Finance Manager, indicates that all standards are being met and no need for change.

**10. Roundtable**

Trustee Aguiniga asked about the homework tutoring program and if more days could be added for students. The Library Director advised that schools provide after-school tutoring and the Library's program was coordinated with the school district and a day selected to supplement what is already offered by LUSD. She added that many LUSD tutors also meet with students at the library.

Trustee Knowles thanked Friends President Cathy Rudolph for all that the Friends do for the library.

Trustee Dale shared the fundraiser flyer being circulated to households in Buellton where individuals can make a contribution to the library in someone's name in lieu of or in addition to gift giving. This fundraiser is sponsored by the Friends of the Buellton Library.

Trustee Ruhge reminded Trustees of upcoming ethics training and asked about Trustee terms of office. Staff advised that Trustees Knowles and Aguiniga terms will expire and that they should have been contacted by the City Clerk. Both indicated not receiving any information so staff will follow-up with the City Clerk. Staff will also confirm terms of office dates for the remaining Trustees.

#### **11. Adjournment**

The meeting was adjourned at 10:55 AM. The next regular meeting will be held at 10:00 AM on Tuesday, January 8, 2013 at the Lompoc Public Library, 501 E. North Ave., Lompoc, CA.

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Linual White, Secretary  
by Lee Edie