

**Lompoc Library Board of Trustees**  
**Lompoc Public Library, 501 E. North Ave., Lompoc, CA**  
**Tuesday, November 13, 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

Trustees Absent: Linual White (excused)

Staff Present: Ashlee Chavez, Library Director; Lee Edie, Library Administrative Aide

**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**

The Library Director introduced new staff member Patricia Phillips. Ms. Phillips' main function will be as the Circulation Staff Supervisor.

**5. Public Comment**

None

**6. Library Support Activities**

**A. Friends of the Library**

Friends President Roberta Mitchell shared that the fall book sale raised over \$2,000. At their last meeting, elections were held and Cathy Rudolph will be a co-president with Roberta Mitchell; other officers will remain the same. Their next meeting is scheduled for January 11, 2013 at 4:00 PM.

**B. Library Foundation**

No representative was present. The Library Director shared that the last Foundation meeting was cancelled and their next meeting is scheduled for January 10, 2013 at 5:00 PM. The Library Director did attend an Endowment Committee meeting.

**7. Correspondence**

A thank you note from retired Library Director was read.

**8. Business**

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

The Library Director provided a revised draft of the report for the upcoming November 11, 2012 City Council meeting. She also reviewed information related to the idea of enclosing the carport at the Lompoc Library to house the book mobile. It has been determined that the structure of the existing carport is not large enough so alternative solutions are being considered. A quote for a stand-alone metal building was shared.

The City Engineer has provided an update to the project regarding the architectural firm of Ravatt Albrecht and Associates indicating that it is fine to recommend that they stop work on the original building project and bill for services to date.

There is City Council support for the project, although in a past email that has been shared with Trustees previously, the Mayor expressed interest in selling the property although the MOU prohibits this. Development of the property will be discussed in the future once the book mobile concept is approved and the MOU is revised.

Trustee Aguiniga asked about acquisition of the vehicle and advertising on the vehicle with new “wrapped” technology. Her hope is to keep business local.

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

The Library Director reported that the budget is on track. The salary savings with two retirements is minimal due to benefit payouts and new employee benefit costs. The Literacy Revenue Tracker was included to show how this program is progressing to date.

Library Directors again met with County Community Services Department Director, Herman Parker, who has asked for fixed operational costs in consideration of changing the service model. Mr. Parker did not express interest in the Buellton Library operational costs as he doesn't consider it a county library as it's in a city building and has city support. Another meeting with Mr. Parker and the library directors of Santa Barbara County is planned for December 5. Trustee Dale is interested in finding out what direction the county is going. The current county contract states that their goal is to provide funding for all residents of Santa Barbara County.

#### **C. Consideration of 2013 Closure Dates**

The Library Director advised that the proposed 2013 closure dates align with the cities of Lompoc and Buellton schedules. Trustee Knowles asked about an additional closure date in February to coincide with school closures and staff advised that the library is only closed for one holiday in February.

MOTION: It was moved, seconded (Knowles/Dale), and unanimously carried to approve the 2013 Library Closure Schedule as presented.

#### **D. Consideration of the 2013-15 budget narrative**

The Library Director reviewed the 2013-15 budget narrative and indicated that the Charlotte's Web Children's Library Learning Center section will be completed after the November 20, 2012 City Council meeting, and the personnel analysis may change depending upon the suggested program change regarding the Literacy Coordinator's salary.

MOTION: It was moved, seconded (Dale/Knowles), and carried on a 3-1 vote; Trustee Aguiniga against, to approve the 2013-15 budget narrative as presented.

#### **E. Consideration of the 2013-15 budget proposed program changes**

Staff provided program changes for Trustees to consider. The City Council has generously approved additional funding for the Literacy Program when stable funding from the State was reduced. Funding 50% of the Literacy Coordinator's position (currently at 75%) would allow her to focus on growing the program and be available to provide more support to students and tutors instead of spending time on major fundraising efforts. The goal is stable funding and eliminating the need to request funding support each year from the Council. Although it has been recommended by City Administration to keep things status quo, operationally the 36

public service hours at the Lompoc Library is not adequate. Increasing the level of service from 36 to 44 would return the library to the 2010-11 hours prior to a 15% cut in funding from the County. Additionally increasing the hours from 36 to 50 would restore Sunday hours. Either scenario would potentially require the need to use approximately \$50,000 from reserves to maintain a balanced budget.

Trustee Dale suggested a breakdown of the cost per day/hour when presenting the idea to City Council at the budget workshops. Comparatively it would be the same cost as a new vehicle for the Police Department.

The Capital Improvement Requests will be for RFID (Radio Frequency Identification). The RFID technology includes a materials security system; self check-out machines, where fees/fines can be paid; and inventory control. If presented right, approval of this technology would be a positive move toward the future and present savings in staff costs and efficiencies.

MOTION: It was moved, seconded (Dale/Knowles), and unanimously carried to approve the 2013-15 program changes as presented.

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

The Library Director shared that the Public Works Director and Building Official have determined that the library shelving is against the building code with shelves over six-foot high. The Library Director will continue working with Public Works to find resolution and keep the board updated as there is progress.

Staff, via the Friends of the Library, submitted a grant application to the Roy and Ida Eagle Foundation for replacement computers for the Lompoc and Village Libraries. Awards will be made in December.

#### **10. Roundtable**

None.

#### **11. Adjournment**

The meeting was adjourned at 11:30 AM. The next regular meeting will be held at 10:00 AM on Tuesday, December 11, 2012 at the City of Buellton Council Chambers, 140 W. Hwy. 246, Buellton, CA.

---

Linual White, Secretary  
by Lee Edie