

**Lompoc Library Board of Trustees**  
**Lompoc Library, 501 E. North Ave., Lompoc, CA**  
**Tuesday, August 14, 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 10:00AM.

Trustees Present: Maria Aguiniga Judith Dale, Luella Knowles, Ann Ruhge

Trustees Absent: Linual White

Staff Present: Molly Gerald, Library Director; Ashlee Chavez, Adult Services Manager; Lee Edie, Library Administrative Aide; Lezlee Hurtado, Youth Services Manger; Christina Chill, Literacy Coordinator; Stacy Brigman, Village Library Branch Manager

**2. Adoption of Agenda**

MOTION: It was moved, seconded (Dale/Knowles), 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**

A Certificate of Appreciation was provided to Library Assistant - Circulation and Acquisitions manager, Barbara Cooper, in honor of her retirement after 28 years of service to the City.

Certificates of Appreciation were presented to volunteers that assisted with the Summer Reading Programs at the Lompoc and Village Libraries. Those honored were: Karen Cobb, Mollie Cobb, Olga Aguiniga, Jazmin Morales, Coraima Morales, Kavindika Wimalasoma, Binuki Wimalasoma, Haley Calderon, Jayza Calderon, Madeline (Mattie) Means, Yvonne Labato, Amy (Hana) Rojas, Anjele Hurtado, Faith Hurtado, Jana Georgieva, Jan Griffin, Teresa Galvin, Sally Prentiss, and Steve Straight.

**5. Public Comment**

None

**6. Library Support Activities**

**A. Friends of the Library**

Friends President Roberta Mitchell reported that they made \$2,362 at their July book sale.

**B. Library Foundation**

No representative was present. The Library Director shared that the Library Foundation's final Concert on the Library lawn will take place on August 19.

**7. Correspondence**

A letter from the Certified Public Library Administrator Program Director documenting Adult Services Manger Ashlee Chavez' enrollment and progress was shared with the Board. Ms. Chavez plans to complete the program to enhance her managerial competencies by the end of 2012, even though the program allows enrollees up to five years to complete the coursework.

## **8. Business**

### **A. Charlotte's Web Children's Library Learning Center**

Trustees reviewed the progress report provided by the Library Director. She advised that the architect, Ravatt, Albrecht, & Associates, has yet to complete the City's requirements for the construction drawings and specifications; the status remains pending.

The Library Director provided more information about the possible option of purchasing a green children's bookmobile and presented three successful bookmobile concepts that are in place in other communities, along with an estimated budget. She shared that the Benton trustees view this option favorably and, if it moves forward, may explore using the property at 211 South I St. as one of the bookmobile destinations. Trustee Knowles inquired about revenue from fine/fees collected by the bookmobile and was advised that the estimated budget was very preliminary at this time. Trustee Knowles suggested local parks as bookmobile destinations. Trustee Aguiniga noted that the bookmobile option fulfills the intent of donor Charlotte Benton's donation.

Further discussion centered on scheduling a special meeting on Thursday, September 13, 2012 at 6:00 PM. The purpose of the meeting will be to provide an opportunity to inform the public regarding the project status and options and receive public input. Councilmember Bob Lingl, who is this quarter's City Council liaison to the Trustees, is available. Staff will meet with the Library Foundation, Benton Trustees, and City staff to obtain information to include in the special meeting presentation. Trustee Dale advised that she is unavailable to attend the special meeting and suggested that a flyer be developed and circulated through the schools with the project background and the reason for the public meeting. Those attending the meeting could be encouraged to provide contact information to be alerted to a future city council meeting concerning the project.

Staff reviewed funding available to the project, noting that \$250,000 in CDBG funds is still reserved for the project, whereas CDBG funds allocated in July 2011 to recarpet the Lompoc Library have been shifted to the reroofing project. Trustee Dale showed concern with the estimated cost of \$652,000 to reroof the Library. Staff provided detailed information regarding the project steps, including the design and construction phases of the project. The Library Director will provide information from the City Engineering staff regarding the reroofing project budget at a future meeting.

### **B. Review FY 2011-2012 budget**

The Library Director reviewed the budget spreadsheets provided by City Finance. She advised that this type of financial reporting is generally not provided to other City departments. Library Trustees expressed their thanks and appreciation to City Finance for their provision of the budget spreadsheets.

There was some discussion regarding boundaries used to determine populations served by each Zone 2 library. The Library Director advised that Campbell Road has been used in the past to separate the unincorporated area population attributed to Buellton and Lompoc libraries. She offered to work with Trustee Dale to review the 2010 census data and come closer to an exact population figure. Trustee Dale indicated that it would be good information to have to share with Buellton City Council. Staff will also send a PDF version of the Buellton Library budget to Trustee Dale to share with her Council colleagues.

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

In FY 2012-13, the major change in the projected budget will be an increase in the Black Gold contribution due to defunding from the State. The County allocations for Lompoc and Buellton will be slightly lower than budgeted due to a decrease in the unincorporated population of these

areas. The Library Director advised that she will be working with Adult Services Manager, Ashlee Chavez, on goals and needs for the FY 2013-15 budget.

Trustee Dale said she attended a Black Gold Cooperative Library System strategic planning meeting for the tri-counties and now understands that Black Gold is invaluable.

Trustee Aguninga inquired about the use of Lompoc Library reserves for capital projects or needs such as the Literacy Program as an alternative mentioned by City Council during discussion of Library project funding. Staff advised that the Lompoc Library is not officially a City department, and that the Education Code provides for an administrative board to oversee library finances. The Board has the responsibility to maintain a reserve to secure a reasonable number of operating hours and adequate staffing for the library. Without the use of library reserves in the current budget cycle the Lompoc Library would be open fewer days per week. If the reserve is depleted, the library hours and staffing cannot be supplemented.

Literacy Coordinator, Christina Chill, provided a status report to the Board regarding Literacy Program funding. She advised that an allocation is expected soon due to the restoration of a portion of the State of California funding for public library literacy programs. An update will be provided to the Board when the level of this funding is known.

#### **D. Schedule of meetings at Buellton and Village libraries**

MOTION: It was moved, seconded (Knowles/Dale), and unanimously carried to hold the September 11, 2012 regular meeting at 6:00 PM at the Village Library and the December 11, 2012 regular meeting at 10:00 AM at the City of Buellton Council Chambers. Trustees agreed that the customary annual dinner for staff and trustees would follow the September meeting.

#### **E. Revisions to Library Rules of Conduct to incorporate Rules of Conduct on Library grounds.**

The Library Director shared concerns regarding a problem with people sleeping for extending periods on the Library lawn alone or in groups. Staff has found associated litter in hedges on the perimeter of the property. Problems with skateboard and scooter riders on entrance sidewalks and in the parking lot, and bicycles being left in the planters were also reported.

MOTION: It was moved, seconded (Dale/Knowles), and unanimously carried to approve the revised Rules of Conduct with an amendment to #14 to remove *unless there is no space available*.

#### Library Rules of Conduct

Welcome to the Lompoc Public Library System. Library users expect each of our facilities to be clean, comfortable, and safe places. The library is responsible for establishing rules of conduct to protect the rights and safety of library patrons, volunteers, and staff. The rules are also designed to maintain the library's peaceful atmosphere, facilitate library usage, and protect library property.

Behavior becomes unacceptable when it interferes with the rights of others, when it could result in injury to one's self or others, when it could result in damage to library materials, buildings, or equipment, and when it does not align with the library's mission.

The following actions are examples of conduct NOT allowed on library property:

1. Engaging in any activity in violation of federal, state, or local or other applicable law, or library policy, including but not limited to:
  - a) Carrying firearms and dangerous weapons of any type (except by law enforcement officers)

- b) Being under the influence of alcohol/illegal drugs, or selling, using, or possessing alcohol/illegal drugs inside the library or outside on library grounds
  - c) Stealing, damaging, altering, or inappropriate use of library property in library facilities or on library grounds, including computer hardware and software, printers, copiers, and other equipment, and books or other library material
2. Engaging in disruptive behavior that disturbs others or interferes with library operations and services including but not limited to:
    - a) Creating disruptive noises such as loud talking, screaming, or banging on computer keyboards
    - b) Using cell phones, pagers, and other communication devices in a manner that disturbs others
    - c) Using audible devices without headphones or with headphones set at a volume that disturbs others
    - d) Using the library with offensive body odor and/or lack of personal hygiene
    - e) Fighting or challenging to fight, running, pushing, or shoving
  3. Verbally or physically threatening or harassing other library patrons, volunteers, or staff, including but not limited to:
    - a) Stalking, staring, lurking, invading personal space
    - b) Offensive touching and obscene acts such as sex acts and indecent exposure
    - c) Use of obscene or abusive, sexually-oriented or racially-charged language
  4. Failing to observe Internet and computer use guidelines
  5. Leaving unattended persons in the library who see or need personal assistance for other than library services and where staff has a reasonable basis to be concerned for the safety of the unattended person. Examples may include:
    - a) Persons less than 9 years of age (see Unattended Child Policy)
    - b) Persons needing supervision because of physical or mental conditions
  6. Soliciting money or donations
  7. Using restrooms for bathing, shaving, or doing laundry
  8. Smoking within enclosed patios or within 20 feet of library entrances/exits or operable windows
  9. Using the library barefoot or without a shirt
  10. Eating or drinking (except from containers with protective lids), except for approved library events
  11. Bringing in personal belongings that measure more than 14"x17"x20"
  12. Leaving packages, backpacks, luggage, or any personal items unattended; the library is not responsible for personal property
  13. Using wheeled devices in the library (except for motorized ADA assistive devices, wheelchairs, walkers, and strollers); skating, skateboarding, bicycling, or riding scooters on library property; skates, skateboards and collapsible scooters must be carried and may not be ridden on Library grounds
  14. Leaving bicycles in any place other than a bicycle rack ~~unless there is no space available~~
  15. Lying down or sleeping in the library or sleeping on library grounds; having feet on furniture; or blocking aisles, exits, or entrances
  16. Vandalizing or littering library grounds
  17. Media or commercial photographing without prior permission from library staff
  18. Bringing animals, other than service animals, inside the library or within 20 feet of any door (except for authorized library activities)

Any individual or group wishing to use library grounds to gather signatures or for similar purposes may request permission from library staff. Such activities must be outside the facility and at least 20 feet from the entrance to the building.

Enforcement of these rules will be conducted in a fair and reasonable manner. Library staff and/or City of Lompoc Police Officers will intervene to stop prohibited activities and behaviors. Failure to comply with the library's established rules, regulations, and policies could result in removal from the premises and exclusion from the library for a period of one day to one year, or in arrest or prosecution. Individual patrons have the right to request an administrative review of exclusion orders.

Approved by the Library Board of Trustees 4/14/98  
 Revised 10/11/11; 8/10/12; 8/14/12

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

The Library Director informed Trustees that the Friends of the Buellton Library worked with her to submit a grant application to the Chumash Foundation, requesting \$9,300 for a new circulation desk at the Buellton Library. The Friends also plan to apply for Santa Ynez Valley Foundation funds in the near future. The recruitment bulletin for the Library Assistant-Circulation Supervisor position has been posted and staff is working with HR on the recruitment brochure for the Librarian II-Adult Service Manager position. The Library Director also advised that work continues on the restructuring of the part-time Library Page staff schedule.

The Community Read event publicity is coming together. The event is scheduled on Mondays at 7:00 PM, September 24-October 15, 2012.

**10. Roundtable**

Trustee Aguiniga complimented part-time Library Clerk III, Letha Pena, for enthusiastic assistance provided to her family in the Youth Services Department.

**11. Adjournment**

The meeting was adjourned at 11:40 AM. The next Regular meeting will be held at 6:00 PM on Tuesday, September 11, 2012 at the Village Library, 3755 Constellation Rd., Lompoc, CA

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Linual White, Secretary  
by Lee Edie