

**Lompoc Library Board of Trustees**  
**Lompoc Library, 501 E. North Ave., Lompoc, CA**  
**Tuesday, July 10, 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: Judith Dale, Luella Knowles, Ann Ruhge, Linual White

Trustees Absent: Maria Aguiniga

Staff Present: Molly Gerald, Library Director; Ashlee Chavez, Adult Services 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 (White/Dale), and unanimously carried to approve the minutes of the June 12, 2012 meeting as presented.

MOTION: It was moved, seconded (White/Dale), and unanimously carried to approve the minutes of the July 2, 2012 closed session meeting as presented.

MOTION: It was moved, seconded (White/Dale), and unanimously carried to approve the June invoices as presented.

**4. Presentations**

None

**5. Public Comment**

None

**6. Library Support Activities**

**A. Friends of the Library**

No representative was present. The Library Director shared that the Friends of the Library's upcoming book sale at the Lompoc Public Library will take place July 19-21. The Friends of Library's next meeting is scheduled at 4:00 PM on July 10, 2012.

**B. Library Foundation**

No representative was present. The Library Director shared that the Library Foundation's next meeting is scheduled at 4:30 PM on July 19, 2012. Concerts on the Lawn will take place on August 5, 12, and 19.

**7. Correspondence**

The Library Director reviewed correspondence sent via email to Trustees regarding State of California funding of public libraries. She reported that there was approval for some funding for literacy and for the California Library Services Act, though the amounts were unknown.

The Library Director shared contents of thank you letters to herself and Ashlee Chavez from Maureen Theobald, Black Gold Cooperative Library System Director. The letters thanked Ms. Chavez and Ms. Gerald for serving as chairs on the Black Gold Administrative Council, and Reference and Adult Services Committees, respectively.

Trustee Knowles requested that thank you letters be sent to City Councilmembers and speakers for support of Literacy Program funding.

## **8. Business**

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

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

CDBG funding of \$250,000 that has been held in reserve for the Charlotte's Web project will be part of the CDBG 2012-13 budget proposal to City Council on July 17. The staff recommendation will be to remove the \$250,000 from the Charlotte's Web project and reallocate the funds to cover the cost of reroofing the main library. The \$248,000 allocated by City Council in July 2011 to recarpet the main library will also be recommended for reallocation to the reroofing project, which is estimated to cost \$650,000.

The loss of \$250,000 in CDBG funding for Charlotte's Web leaves the project with identified revenue as follows: \$135,000 in Library Foundation funds; \$109,000 in City held CW project funds; and Developer Impact Fees of \$227,000. The total identified revenue is \$471,000. Projected construction costs and the cost of furnishings bring the cost of the project to approximately \$1.7 million, leaving a funding gap of approx \$1.2 million. The Library Director is waiting for a response from staff at Project Frog regarding specifics of their proposed donation of a prefabricated building.

The Library Director met with the Benton Trustees following the June Board meeting to discuss the project. They favor use of the 211 South I Street site and a building that maintains the donor's identification with the project. The quarterly meeting with the Benton Trustees and their investment counselor will be attended by the Library Director and Adult Services Manager Ashlee Chavez next week.

Library staff presented alternatives to a building project, including upgrades to the existing Lompoc Library. Staff reviewed the problems, including attention to the donor's vision of serving children on the south side of Lompoc, and the reality that changes to the Lompoc facility might trigger upgrades to current building codes. Other possible alternatives discussed were a freestanding building on the property area of the Lompoc Library or making changes to the existing Lompoc Library that do not include expansion, so as not to trigger new building code requirements.

The Library Director reviewed with Trustees that Charlotte's vision was to reach the underserved children of the community that cannot visit the main library. An alternative idea of a green children's bookmobile was presented and discussed. The cost of this alternative would be \$200,000 or higher. It would allow use of the Developer Impact Fees currently designated for Charlotte's Web Library. The bookmobile could serve all of downtown Lompoc and visit a range of areas, not just schools; it could offer laptops for children's Internet access. A variety of needs and options regarding a bookmobile were discussed and it was decided that the idea was worth exploring with the other parties to the MOU.

After further discussion the following next steps were identified:

1. Hold a special meeting as soon as feasible with parties to the MOU present.
2. Trustees vote re: feasibility of either Ravatt or Project Frog proposal plans and how to move forward with the Charlotte's Web project.

3. Present an idea for a compelling vision as an alternative to a brick and mortar project with the Library as the leading party, but collaborating with other community organizations - including a potential use of Benton trust money for programming, increased collaboration, and outreach in Lompoc.

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

The Library Director reviewed the budget spreadsheets. She advised that an adjustment to the insurance cost for full time employees will lower personnel costs for Buellton and Lompoc libraries. Line item spreadsheets will be provided to Trustees at the August 14 meeting of the Board.

The Library Director reviewed the budget line item related to retirement costs. Since no eligible employees retired in 2011-12, approximately \$16K was unspent. This amount can be used to offset planned use of reserves, lowering reserves from \$16,000 budgeted to approximately \$2,000 for 2011-12.

**C. Report on the 2012-13 budget outlook by library outlet.**

In FY 2012-13, Black Gold contributions will increase by approximately \$9K more than originally budgeted for Lompoc Library, due to the depletion of transaction based reimbursement (TBR) funds held for the Lompoc jurisdiction by the Black Gold Cooperative. The loss of TBR funds is part of the State defunding of public libraries. Branch library BG contributions are also higher than originally budgeted. The County allocations for Lompoc and Buellton will be slightly lower than budgeted due to a decrease in the unincorporated population of these areas.

Impacts to the Lompoc budget will be offset by the approximately \$21,000 savings in personnel costs associated with the retirement of the Library Director and appointment of a new Adult Services Manager. At this time it appears that the use of reserve funds in the 2011-13 budget cycle may decrease from \$60,000 budgeted to as low as \$34,000. A more detailed look at the 2012-13 budget will be provided at the August 14<sup>th</sup> Board meeting.

**D. Consideration of approval of the contract with Ashlee Chavez for the position of Library Director**

MOTION: It was moved, seconded (Knowles/Dale), and unanimously carried to approve the contract with Ashlee Chavez for the position of Library Director.

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

The Library Director informed Trustees that library directors from Lompoc, Santa Maria, and Santa Barbara will meet with County Community Services Director, Herman Parker, within the next two weeks to finalize revisions to the County contract for library service.

The Library Director advised Trustees that she and the Literacy Coordinator have prepared documentation of Literacy staff communication with Wells Fargo Bank regarding a \$1,000 donation in January 2012. A meeting with bank staff will be requested to follow up with them further. The Library Director informed Trustees that a "grounds-use" policy is being developed and will appear on the August agenda for approval in response to use of the grassy area north of the parking lot for extended sleeping, eating, etc. Park rangers and police staff are monitoring this situation, which developed during the past month.

Library Director, Adult Services Manager and Trustee Dale will attend a Black Gold Strategic Planning meeting on July 11 and 12 (Trustee Dale will only attend on July 11).

Lee Edie is currently on vacation and will return July 20, 2012.

**10. Roundtable**

Trustee Knowles inquired about the recruitment for a new Adult Services Manager. The Library Director advised that staff is currently in the first phase of recruitment and are working with HR to develop the job announcement brochure. It was also mentioned that recruitment for the position of Circulation Supervisor is underway and that future work regarding library job descriptions may need to take place.

Trustee White reported on a successful Turducken Dinner Group event held at Clos Pepe Vineyards on June 23. Approximately \$19,000 was grossed, and social media marketing was used with great success.

**11. Adjournment**

The meeting was adjourned to a closed session at 11:30 AM.

**Lompoc Library Board of Trustees  
Closed Session Minutes, July 10, 2012**

**Call to Order**

President Ruhge called the meeting of the Lompoc Library Board of Trustees to order at 11:30 AM.

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

Trustees Absent: Maria Aguiniga

**Personnel matter:** Pursuant to Government Code Section 54957, Board of Trustees discussed a personnel matter with Library Director, Molly Gerald.

**Adjournment**

The meeting was adjourned at 11:38 AM.

The next Regular meeting will be held at 10:00 AM on Tuesday, August 14, 2012 at the Lompoc Public Library.

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Linual White, Secretary  
by Ashlee Chavez