

Lompoc Library Board of Trustees
Lompoc Library, 501 E. North Ave., Lompoc, CA
Tuesday, June 12, 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, Linual White

Trustees Absent: None

Staff Present: Molly Gerald, Library Director; Ashlee Chavez, Adult Services Manager, 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 (White/Knowles), and unanimously carried to approve the minutes of the May 8, 2012 meeting as presented.

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

4. Presentations

None.

5. Public Comment

None

6. Library Support Activities

A. Friends of the Library

Friends President, Roberta Mitchell, was present but had nothing new to report this month.

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 6/14/12.

7. Correspondence

The Library Director reviewed correspondence sent via email to Trustees regarding State of California funding of public libraries. She reported that the State Senate and Assembly may recommend some funding for literacy and for the California Library Services Act in order to qualify for Federal funding.

The Library Director shared contents of a thank you letter from the Principal of La Purisima Catholic School for the library's donation of the multivolume *Catholic Encyclopedia*. Published in the early 1970's, the encyclopedia was originally donated by La Purisima Catholic Church to the library and was recently withdrawn.

8. Business

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

Trustees reviewed the project's progress report provided by the Library Director. She reported that the architect, Ravatt, Albrecht, and Associates, has yet to complete the City's requirements for the construction drawings and specifications, although the most recent submittal will require minimal time for Project Manager Craig Dierling to review and return for final work by the architect.

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 June 19. 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. \$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 carpet project was not completed in 2011-12 due to lack of time in the Building Department's schedule.

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.

The building permit for the project will expire on June 13, 2012. The permit was extended in December 2011, and the City Engineering staff is waiting to hear from the Building Official on this matter. There is little chance of a donation large enough to proceed with building within the next six months, and Trustee White noted that the project is likely to change.

The Library Director received a preliminary proposal from Project Frog, the firm that is considering a modular building donation for the Charlotte's Web facility. The value of the wood framed structure is \$120,000. Project Frog staff's estimated total cost of construction of the facility is \$731,350. City engineering staff believes this estimate is too low. The engineering staff has advised that they do not have time available for development of the modular project until 2014 or later. Trustees considered this to be unacceptable and expressed interest in exploring other ways to complete the project.

Trustee White advised that the City staff would need to be involved to make the modular project work. He noted that modular buildings are certified by the state, and are exempt from review by city building departments. The estimated time for City review of the project is seven days.

The Library Director stated that many interested parties believe funding could be raised to complete the project if a shell were constructed on site, but even in an unfinished state this could still be a \$1million project. Discussion followed regarding the possibility of completion of the project by a nonprofit rather than the City. Legal issues would need to be researched; the precedent is the MOU developed between the Parks and Recreation Foundation and the City.

The Library Director mentioned that the City Planning Department staff was very supportive, identifying the new no water runoff requirement as the main problem that will be faced on the site. The use of an above ground cistern was mentioned. Trustees see the project as not being a priority for the City.

Trustee Ruhge would like to see a public workshop on a Saturday with all responsible parties represented, including the Library Foundation, the Benton Trustees, and City Council/staff along with Library staff/Trustees.

Trustee Aguiniga noted that the school district has reduced library open hours again and the youth demographic in Lompoc supports Charlotte's Web as an important project. She suggested working with other agencies on collaborative grants for project funding and working with the Economic Development Committee.

Trustee White summarized the discussion, identifying the following next steps:

1. Finish current project with architect
2. Consider the alternate proposal for modular building
 - a) Built by City
 - b) Built by nonprofit group
3. Make a determination on funding

B. Review FY 2011-2012 budget

The Library Director reviewed the spreadsheet and provided additional information that focused on being on target for this year. A budget analysis will be made in early July and updated spreadsheets will be provided to Trustees at the July 10, 2012 Board meeting.

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

The Library Director informed Trustees that the State Library will provide a \$9,400 allocation of emergency Library Services and Technology (LSTA) funds for Literacy. This reduces the budget shortfall from over \$30,000 to \$21,000. At the same time, however, the three-year commitment from County Human Services is now in jeopardy as year 2 approaches. The budget hearings will be held on June 11 and 13. If the County allocation of \$6,181 is lost, the shortfall will be \$27,367.

Preparations continue for the presentation to City Council on June 19. The Literacy Coordinator will provide a PowerPoint presentation, and during Oral Communications several Literacy Program tutor/students will speak.

The only significant increase to expenditures in 2012-13 is the Black Gold contribution. Lompoc's cost will be \$8,600 higher than projected.

D. Report on the status of pending library capital projects

As discussed earlier in the meeting, it was noted that the carpeting project will likely be deferred, with the reroofing, shelf stabilization, and electrical assessment scheduled using CDBB funds in FY 2012-13.

E. Status of recruitment for Library Director and other staff positions

The internal recruitment document has been released with a closing date of 6/20/12. Trustee Dale advised that she will be out of town on the next meeting date of June 26, 2012.

9. Library Director's May report and update

The Library Director shared that the Village Lions and Village Rotary presented the Village Library with a check for \$2,000. The proceeds were from the April 28 barbecue fundraiser and an article and picture appeared in the Lompoc Record. Trustees were invited to a library film viewing of *The City Dark* to be held on Thursday, June 14 and were advised that the Summer Reading Program begins June 15.

10. Roundtable

None.

11. Adjournment

The meeting was adjourned to a closed session at 11:29 AM.

**Lompoc Library Board of Trustees
Closed Session Minutes, June 12, 2012**

Call to Order

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

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

Trustees Absent: None

Personnel matter: Consideration of public employee appointment: Library Director

Trustees discussed the upcoming recruitment of the Library Director and actions to be taken were agreed upon.

Adjournment

The meeting was adjourned at 11:46 AM. The next scheduled meeting will be held at 10:00 AM on Tuesday, June 26, 2012 in closed session for Library Director interviews.

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

Linual White, Secretary
by Lee Edie