

**Lompoc Library Board of Trustees**  
**Lompoc Library, 501 E. North Ave., Lompoc, CA**  
**Tuesday, May 8, 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 (excused)

Staff Present: Molly Gerald, Library Director; Lee Edie, Library Administrative Aide

**2. Adoption of Agenda**

MOTION: It was moved, seconded (Knowles/White), 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 minutes of the April 10, 2012 meeting as presented.

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

**4. Presentations**

Marell Brooks, Chair of the Grow the Village Library campaign, provided a written report on fundraising for the 2012-13 fiscal year. The campaign, with a goal of \$16,300, included a new event this year, a walk-a-thon around the Village loop, and with the recently held barbecue, is currently at 91%. She felt that 100 % can be achieved by the end of the month.

**5. Public Comment**

None

**6. Library Support Activities**

**A. Friends of the Library**

Friends President, Roberta Mitchell, reported that the Vice President position has been filled with long time member Norma Gillingham. The April book sale was very successful and met their goal of at least \$2,000. She shared that the leftover materials are made available at no cost to groups such as the local prison, school district teachers, and nonprofits. Many books are shipped at no cost to a distribution company that works with libraries called Better World Books; those not claimed are recycled. Trustee Dale suggested contacting the Catholic Church or a Hispanic group and she will provide contact information for other resources if available.

**B. Library Foundation**

Arleen Lewis, Foundation President, reported on the amounts for each library from their book endowment disbursement of \$13,250. She also said that their current newsletter will be released this month, and it will contain information on the upcoming concerts on the library lawn.

**7. Correspondence**

The Library Director advised that at the request of Trustee Ruhge last month, a notice has been posted in the library stating that the Board now meets at 10am on the second Tuesday of each

month and that the Library Director can be contacted with questions/concerns from anyone who is unable to attend.

## **8. Business**

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

Trustees reviewed the project's progress report provided by the Library Director. It has been confirmed that the \$350,000 RDA money will not be available. The City is looking at the \$250,000 CDBG allocation identified for the Charlotte's Web Library as a possible funding source to help augment the cost of the re-roofing of the Lompoc Library.

The Library Director has requested a proposal from Project Frog, the firm that is considering a modular building donation. The City would need to cover the cost of transporting and reconstructing the building and services of an architect and general contractor would also be required. The City would be responsible for site preparation, utilities, sidewalks, landscaping, etc.

The Library Director noted that if the modular building is donated, applications will be submitted to foundations to complete the project. The Santa Barbara Foundation's information for 2012 grant applicants includes capital requests and basic needs as their focus. A capital grant application could be a possibility for the Charlotte's Web project.

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

The Library Director advised that the on-line fines and fees payment reimbursement was just received from Black Gold for credit card payments made online. The amount is not reflected in the totals on the spreadsheet. Personnel costs are still in line.

### **C. Report to Lompoc City Council on the Literacy Program budget for FY 2012-2013.**

The Library Director advised that a presentation and request for funds for the Literacy Program is slated for the June 5, 2012 City Council meeting. A draft of the staff report was discussed and Trustees provided their input. The Library Director and Literacy Coordinator will complete the staff report and provide it to Trustees for final review prior to submittal to the City Administrator.

Although the staff report draft listed several funding alternatives at different levels, the consensus among Trustees was to ask for the funds needed to operate the Literacy Program at its current level and allow City Council to consider any alternatives at their discretion. A number of suggestions were made regarding specific information points that might improve the staff report.

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

The Library Director provided a budget forecast for each library that included possible use of reserves for future years. Trustee Dale, as a member of the Buellton City Council, said she understood that the requested increase from the City of Buellton was going to be authorized. She will advise the Library Director if this matter comes into question. The Library Director advised that the requested increase to the City allocation was 5%.

Related to salaries, the Library Director is working with City staff on reconfiguring the job duties for positions that are becoming vacant due to retirements. The circulation staff is currently managed by a full time Library Assistant I, who also handles acquisitions for all three libraries. Cataloging is staffed at 15 hours a week by a part-time temporary Library Clerk II. The Library Director and other staff believe that a more effective model would be two full time positions: 1)

FT circulation supervision, Clerk III; and 2) FT Acquisitions/Cataloging Clerk III. No decision has been made on this matter. The budget impact is being analyzed at this time.

The City Human Resources Department has alerted department heads that the current way that part-time temporary positions are handled by the City may need to change. Part-time temporary staff members who work more than one year may need to be treated as part-time salaried employees with prorated benefits or may need to be separated and reinstated in the next FY. This could have a significant budget impact in the future.

**E. Report on the status of the heating and re-carpeting projects**

The Library Director advised that the contractor only needs to make one adjustment to the exterior ladder to finalize the heating project. As reported last month, the roof seal was compromised as a result of foot traffic and roof penetrations during construction. The west roof was hot mopped and successfully sealed as part of the heating project. This is a temporary solution however, and the cost estimate to re-roof is between \$450,000 for the west roof only and \$650,000 for the entire building. The estimate includes City staff time and other costs. CDBG funds of approximately \$250,000 designated for the carpeting project and \$250,000 reserved for the Charlotte's Web Children's Library could be repurposed for the roofing project.

**F. Status of recruitment for Library Director**

The Library Director advised that the internal recruitment for the Library Director position will be posted the week of June 4 for 10 working days. The Trustees would like to hold panel interviews on Tuesday, June 26, 2012 at 10:00 AM.

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

The Library Director will be meeting with the library advocacy committee this week to discuss talking points.

The *Lompoc Vision* now includes a library column. Trustee Ruhge said that her husband Justin covered the history of the Lompoc Library in the monthly historical column he contributed to the *Vision's* May issue.

**10. Roundtable**

None.

**11. Adjournment**

The meeting was adjourned at 11:39 AM. The next regular meeting will be held on Tuesday, June 12, 2012 at 10:00 AM at the Lompoc Public Library.

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Linual White, Secretary  
by Lee Edie