

Lompoc Library Board of Trustees
Lompoc Library, 501 E. North Ave., Lompoc, CA
Tuesday, May 10, 2011
Regular Meeting Minutes

1. Call to Order

President Clark called the meeting of the Lompoc Library Board of Trustees to order at 6:00 PM.

Trustees Present: Allan Clark, Lu Knowles, Ann Ruhge, Holly Sierra, Linual White

Trustees Absent: None

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 agenda items in order as listed.

3. Consent Calendar

MOTION: It was moved, seconded (Knowles/Sierra), and unanimously carried to approve the Consent Calendar as presented.

4. Presentations

- A.** A Certificate of Appreciation to Ken Shields for his volunteer position on the Library Art Advisory Committee from 1994-2010 was read into the record. Ken's high standards for the shows selected for the Grossman Gallery and many years of assistance in setting policies and procedures related to the art shows are greatly appreciated.

A Certificate of Appreciation to Nina Taylor for her position on the Library Art Advisory Committee from 1995-2010 was read into the record. Nina served as an ex officio member of the Committee during her tenure as Library Director and continued as an active volunteer Committee member until 2011.

- B.** President of the Village Friends, Marell Brooks, gave a report on their Grow the Village Library fundraising campaign for 2011-12. She stated that 70% of the \$25,000 budget to maintain the hours and services has been attained with June 1, 2011 as the cutoff date for the campaign. They plan to initiate the next year's campaign in January 2012.

5. Public Opinion

None.

6. Library Support Activities

A. Friends of the Library

No report.

B. Library Foundation

Foundation President Karen Orsua reported that preparations for a capital fundraising campaign for Charlotte's Web are underway with hopes to have the strategy in place by July 1. The campaign will be headed by Dorian Hodge. The Foundation will elect officers for 2011-13 at their next meeting.

7. Correspondence

None.

8. Business

A. Election of officers and appointment to positions of responsibility

By acclamation, the following officers were unanimously approved:

President: Ann Ruhge

Vice President: Luella Knowles

Secretary: Linual White

CALTAC representative: Allan Clark

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

The Library Director reviewed information provided in the progress timeline. Staff advised that with the lot change completed and signed by all parties, the property owner to the south is now constructing a wall between the two properties. There was a short discussion on the property maintenance which consists of weed abatement, and staff was asked to investigate if the City had more than one landscape maintenance vendor under contract.

The Library Director thanked Trustees for their attendance at the April 19, 2011 City Council meeting and their support in connecting individually with City Council members. She advised that the Library Foundation has \$100,000 dedicated to the project and not \$1 million as stated in the newspaper. She reviewed the components of the \$1,426,107 that City Council voted to allocate toward the project at the budget workshop on May 3, 2011, noting that some of the funds were already included in project revenue estimates provided to Council.

The \$350,000 in Redevelopment Agency (RDA) funds had already been reserved, but is now allocated. The City's major funding commitment is \$708,882 in undesignated proceeds from the 2010 RDA bond issue. The Library Director will meet with City staff in May regarding project financing.

Community Development Block Grant (CDBG) funds were not allocated to the project, but \$250,000 in CDBG program income is still reserved for construction. The CDBG Coordinator has cautioned that if and when funds are allocated, they need to be used, with invoices submitted to Housing and Urban Development (HUD) within the fiscal year.

The Fund 89 balance of \$127,000 reflects the amount remaining in a fund contributed by the Benton Trustees and Library Foundation under the terms of the 2006 Memorandum of Understanding. This fund has been used to cover preconstruction expenses.

Potential grant sources identified include the Kresge Foundation, Weingart Foundation, Chumash Foundation, Roy & Ida Eagle Foundation, Annenberg Foundation, and Wood-Claeyssens Foundation. Trustee Sierra advised that corporate donations should also be sought, especially from companies that deal with children's products, such as Mattel.

C. Review of the 2010-11 budget

Trustees reviewed the budget summary document. Staff advised that there has been discussion with the Finance Department regarding the to-date personnel expenditures for Literacy. The Literacy Coordinator will complete unused furlough hours in May and early June. Staff is checking with City Finance to determine whether salary and benefits associated with hours dedicated to the volunteer coordinator duties may have been charged to Fund 87 instead of correctly to Fund 85. Trustee Clark asked about operation costs for Funds 85 and 86. Staff advised that the costs for computer and operational materials have been greater than projected.

D. Preparation of the budget for 2011-2013

Review of the budget outlook by library outlet

The Library Director provided an update on the status of County of Santa Barbara funding, which is still being considered with a 14.5% reduction in 2011-12. County budget hearings are scheduled June 13, 15 and 17, with the library funding considered as part of County general programs on June 15.

The Library Director has met with the City Administrator and City Finance Manager to review budget projections. Salary negotiations are ongoing with the labor unions and the assumption is now 5% salary savings through furloughs for full-time staff for two more years. If an 8 hour reduction is needed at the Lompoc Library, spreading it over 6 days is preferable with a suggested schedule of Monday-Thursday, 12-7 PM and Friday-Saturday, 1-5 PM.

Trustee Sierra stated that the outlook for the Buellton budget is good, but was concerned about the Village Library. She agreed that use of the 2010-11 budget surplus in 2011-12 and use of reserves for 2012-13 is necessary. Marell Brooks encouraged Trustees to use the revenue surplus and reserves to maintain days open versus closing a day. She was supported with comments from volunteer Chris Pauley and Village Library Branch Manager Lara Schnick. Discussion followed regarding the use of reserves, and it was noted that at the special meeting of the Board of Trustees on April 26, 2011 the consensus was that reserve funds would have been used to balance budgets during the 2011-2013 budget cycle.

Regarding the Literacy budget, staff advised that County CDBG funding for human services projects may not even be considered by County Supervisors for the 2011-12 fiscal year. The Literacy Program was approved for \$7,000 in funding for three years by the County Human Services Commission. Funding from the State is still unknown. Staff is preparing a grant application to Verizon as a possible funding source. In considering how the Literacy Program should move forward into the next budget, the City's Human Resources Department has advised that it is customary to let a grant funded program that does not receive full funding operate until funds are depleted.

E. Consideration of a pilot program to allow 12-17 year olds to clear fines by learning about the Library and volunteering in the Youth Services Department.

Staff recommended that 12-17 year olds be given an opportunity to participate in a 5 hour program to learn about the library along with a requirement to read and write a review of one book. Fines of \$50 or less would be waived once the 5 hour requirement is completed. Failure to complete would mean no fine waiver of any amount.

MOTION: It was moved, seconded (Knowles/Clark), and unanimously carried to approve a pilot program to allow 12-17 year olds to clear fines of \$50 or less by learning about the Library and volunteering in the Youth Services Department, along with reading one book and writing a review. Fines of \$50 or less would be waived once the 5 hour requirement is completed. Failure to complete would mean no fine waiver of any amount.

F. Report on Unique Management Service, the collection agency under contract to the Black Gold Cooperative Library System.

At the April 12, 2011 meeting Trustee Ruhge asked about the collection of fines and the total amount outstanding. Staff provided the collection agency procedures and records of outstanding fines. Since the new policy requiring that patrons be in good standing to use the Internet computers, many outstanding fines are being paid.

9. Library Director's December Report and Update

The Library Director reported that she has an appointment with a vendor that provides RFID (Radio Frequency Identification Device) systems.

Progress continues on the Lompoc Library's heating project. The Engineering Division sent the Kitchell firm a list of items that need to be addressed before the bid notice is prepared. They should receive a response this week.

The Library Director asked if July 9, 2011 could be scheduled as the date for a CALTAC workshop date and all were in agreement.

10. Roundtable

Trustee White thanked Trustee Clark for his outstanding job as Board president; other Trustees joined in thanking him.

Trustee Sierra advised that a new drinking fountain has been installed outside the Buellton Library. She also advised that the Buellton City Council is getting new laptops and she has recommended that the old ones be donated to the Buellton Library.

Trustee Ruhge shared that she spent 2-3 hours observing and volunteering at the Lompoc Library's Information Desk one day. She said Adult Services Manager Ashlee Chavez was amazing with her computer abilities and skills on the job. She also thanked Al Clark for time as Board President and Library Director Molly Gerald for her work on Charlotte's Web and the budget.

11. Adjournment

The meeting was adjourned at 7:48 PM. The next regular meeting will be held on June 14, 2011 at the Lompoc Public Library, 501 E. North Ave., Lompoc.

Linual White, Secretary
by Lee Edie