

Lompoc Library Board of Trustees
Lompoc Library, 501 E. North Ave., Lompoc, CA
Tuesday, January 11, 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, Diane Lawrence, Wickie Rodenhi, Holly Sierra

Trustees Absent: None

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

2. Adoption of Agenda

MOTION: It was moved, seconded (Sierra/Knowles), 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

None.

5. Public Opinion

None.

6. Library Support Activities

A. Friends of the Library

Nina Taylor, Friends President, submitted a written report with the following information:

- The next book sale will be Jan. 20-22; Friday hours have been expanded from 4 PM to 6 PM.
- The Library Director advised that a document related to action on the MPC Computer bankruptcy case was reviewed by the City Attorney and a response was mailed to the law firm handling this case.

B. Library Foundation

Karen Orsua, Foundation President, submitted a written report advising that their next meeting will be held on Jan. 13. The Foundation plans to distribute postcards to project supporters for use in contacting City Council members.

7. Correspondence

The Library Director advised that she and Library Administrative Aide Lee Edie received letters of commendation from the City Administrator for no use of sick leave in 2010. She also advised that letters of thanks were mailed to donors who contributed to the Library's Christmas book project.

8. Business

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

Staff provided an updated report on expenses. The architect has asked for completion of the current phase, but Trustee Rodenhi and City and Library staff comments will be submitted to Ravatt, Albrecht, & Associates, with resolution on all issues prior to completion of payment.

Trustee Rodenhi inquired about input from the City Building Department staff regarding impact of code changes on any future revisions to the project. Staff advised that a meeting will be

scheduled with Building Department staff within the next few weeks. Trustee Lawrence asked if there is a list of items requiring completion. Trustee Knowles recommended that such a list be provided with a timeline for accomplishment of tasks. Staff will provide a list with projected timeline for accomplishment to Trustees.

The Library Director provided a financial report on the project funds held with the City of Lompoc for Charlotte's Web. Trustee Rodenhi questioned the revenue amount listed at \$155,000, noting that a lower figure was used in preparation of the presentation to City Council in October 2010. Staff will recheck the figures provided by City staff and provide an update at the February meeting.

B. Review of the 2010-11 budget

There was discussion regarding the "Revised Budget" column in the Budget Update Summary report. Staff advised that this column has traditionally been used by City Finance to indicate revisions as they occur. Trustees pointed out several inconsistencies and expressed their view that this column should remain fixed. Trustee Clark provided a report on the Lompoc Library charting year-to-date and projected personnel expenditures and a spreadsheet on projections and variance in revenue and expenses.

C. Preparation of the budget for 2011-2013

The Library Director advised that the City Council goal setting workshop is scheduled for February 10, 2011 at 9:00 AM. The library budget was submitted to the City at current levels with an explanation for any increases requested. Based on the information to date, staff provided a report showing possible funding decreases from the State and County. Governor Brown's proposed budget regards funding for libraries as a local rather than a state responsibility and completely defunds public libraries. The Library Director advised that the budget plan includes defunding of the Public Library Fund (PLF) and the Literacy Program. The California Library Services Act (CLSA) is also defunded in the budget proposal. This eliminates the Transaction Based Reimbursement (TBR) funding that goes to the Black Gold Cooperative Library System to offset each jurisdiction's contribution to Black Gold. It also eliminates funding for consortium reference, system communications and delivery, and System Advisory Boards.

The County Executive staff has directed staff to prepare budgets based on a possible decrease in funding of 7.5-15%. The library directors in Santa Maria, Lompoc, and Santa Barbara have taken action to update a report on per capita funding levels in the benchmark counties that County of Santa Barbara staff uses for comparison of service levels in its annual budget. Regarding the Village Library, 2010-11 is the last year of funding disbursement from the \$50,000 anonymous donation made in 2006. The Friends of the Village Library group is spearheading another campaign requesting donations to help augment the budget for FY 2011-12. Staff will be working on budget reduction strategies for all three libraries.

9. Library Director's December Report and Update

The Library Director reported that the local United Way has funding for more participants in the Imagination Library program. Youth Services staff will assist families with children under five years of age in completion of the form and will mail forms to the United Way. United Way staff will present a proposal to the Library in March to assist with marketing and funding of the Tutor.com product.

10. Roundtable

Trustee Sierra complimented staff on how well the Robby's Learning Center looks and was pleased to see that every seat was occupied.

Trustee Rodenhi asked about a number of library programs. She complimented the library's presence on Facebook and Twitter, but wanted to make sure that the more traditional marketing

such as flyers continues. She suggested that the Event Keeper calendar might be improved and staff noted her suggestions for changes to the format, while advising that careful research and design decisions went into the development of the website calendar. The Library Director advised that condensed versions of the calendar are provided for those who want a quick view of weekly or monthly events.

Trustee Knowles was pleased to see a well written article by Bess Christensen on the Charlotte's Web project which allowed people to get a real feel for what we are trying to do.

11. Adjournment

The meeting was adjourned to the Executive Session at 7:59 PM.

Executive Session

The meeting reconvened at 8:05 PM.

Trustees Present: Allan Clark, Luella Knowles, Diane Lawrence, Wickie Rodenhi, Holly Sierra

Trustees Absent: None

Trustees discussed the pre-evaluation of the Library Director's annual performance review and actions to be taken were agreed upon.

The meeting was adjourned at 8:55 PM. The next scheduled meeting will be held on Tuesday, February 8, 2011, 6:00 PM at the Lompoc Public Library, 501 E. North Ave., Lompoc.

Diane Lawrence, Secretary
by Lee Edie