

Lompoc Library Board of Trustees
Lompoc Library, 501 E. North Ave., Lompoc, CA
Tuesday, August 10, 2010
Regular Meeting Minutes

1. Call to Order

President Clark called the meeting of the Lompoc Library Board of Trustees to order at 6:04 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 (Lawrence/Knowles), and unanimously carried to discuss agenda items in order as listed.

3. Consent Calendar

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

4. Presentations

A Certificate of Appreciation honoring Susan Miller for her for dedicated service as a volunteer book mender since 2001 and a substitute circulation clerk since 2003 was read into the record.

5. Public Opinion

Kay Eatmon, Lompoc Unified School District Board member, shared what she feels is success in improving communication between the library and the school district so that the library is aware of the need for specific books and can provide information on other library programs to school district teachers.

6. Library Support Activities

A. Friends of the Library

The Friends President, Nina Taylor, reported that their goal for each book sale is \$2,000 and their July book sale receipts were \$2,363.03 and included dues and sales of book bags and See's Candy bars. Their next fundraiser is the October book sale and they continue to look for volunteers for their ongoing programs.

B. Library Foundation

Foundation President, Karen Orsua, was unable to be present. Library Director Molly Gerald announced that September 11th is the new date for the "Lunch with a Bunch of Authors" fundraiser, the Foundation Board will not meet in August, and the community continues to enjoy the Jazz at the Library concerts.

7. Correspondence

The Library Director advised Trustees that as a result of the State Library's fiscal analysis, a 5th Transaction Based Reimbursement (TBR) payment was issued in the amount of \$10,349.76. Trustee Rodenhi requested an electronic copy of the letter. The Library Director also advised that the TBR reimbursement rate for the current fiscal year has been reduced from 20% to 15% of the full allocation.

Lompoc City Engineering is moving forward with the Request for Proposal (RFP) to develop plans for the Lompoc Library's heating system project. Trustee Clark asked for project particulars at a convenient future meeting.

8. Old Business

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

Preparations are being made for a presentation to City Council on September 7. The Library Director reported on a July 8th meeting with Ravatt, Albrecht and Associates at which a number of items were requested: construction cost reductions based on \$300 sq ft, cost trends, LEED items and their value to the project, a simplified budget, and a list of talking points to address questions that have been asked about the project. The Library Director also met with landscape architect, Bethany Clough, and the City Urban Forester to review plant selections. Trustee Rodenhi requested that the landscape architect be made aware of drainage concerns on the south wall of Charlotte's Web. The concern is based on the straw bale insulation and problems that could be caused by moisture in planting beds on the south wall of the facility.

Trustee Clark related that he and Trustee Rodenhi met with Councilmember Lingl in May. Councilmember Lingl suggested a letter writing campaign and being more vocal about the needs for this library. He suggested describing Charlotte's Web as an expansion of the Lompoc Library in talking with City Council. Trustee Sierra agreed that there is a need to grow the current library with Charlotte's Web without a duplication of service. Attendance by project advocates at the September 7, 2010 City Council meeting was mentioned as being important. Trustee Knowles suggested preparation of an informational brochure on the current project status for the public. Trustee Clark also reported that he and Trustee Rodenhi have met with Councilwoman Ruhge, who was supportive of the project.

Discussion of the presentation to City Council followed, with consideration of focusing the request for City funding on Community Development Block Grant (CDBG) and Redevelopment Agency (RDA) funds. The point paper that Trustee Clark prepared was reviewed and complimented by Trustees. The Library Director offered the viewpoint that we could make a case for expanding services to the community, not by lowering service levels at the main library, but rather growing the library by building Charlotte's Web. We need to explain that it will not be a duplication of service and show a compelling need to expand current library services. The approval of use of the Library's accrued Development Impact Fees of \$117,000 supports this view. The Library reviewed school enrollment in the service area of the Lompoc Library and Charlotte's Web, noting that the numbers for elementary school children are almost the same in both service areas. It was noted that the Council voiced support for the project at the joint meeting on July 20, 2010, We can show that the project is in the plan check process and will soon be ready to go to bid for construction.

Nina Taylor, retired Lompoc Library Director, spoke to the Trustees about the initial meeting regarding the Charlotte's Web Children's Library project with Charlotte Benton and then Councilmember Dick DeWees. Ms. Benton was specific that the gift was made to serve children who could not get to the Lompoc Library and would be made as long as no part of the Lompoc Library was affected in any way. The same was made clear by the Friends of the Library, the Library Board of Trustees and the City Council. Mrs. Taylor said that she could not support the project if Ms. Benton's wishes were not respected.

Trustees Sierra and Knowles said that they did not approve of reducing the size of the children's room of the Lompoc Library and did not think this should be part of the presentation.

Kay Eatmon said that she would be glad to help with the informational brochure.

B. Review FY 2009-2010 budget

In addition to the staff report, the Library Director advised that the Management Services Director is planning to present the first report on the City 2009-10 budget at the September 21 City Council workshop at 3pm. The Library Director provided the final accounting for the Literacy Program fundraiser at the Lompoc Flower Festival during June 2010. The net revenue was \$2,897.49.

C. Review FY 2010-2011 budget

A 2010-11 budget summary update was provided. Trustee Clark asked to have a copy of the Excel document to assemble another report that he would like to provide to Trustees. He also asked for the final payroll date in 2011 and a list of pay periods.

D. Consideration of the joint meeting with City Council on July 20.

Trustee Knowles stated that she was pleased with the presentation and the value of meeting with the City Council. The specific information provided by the Library Director for each Trustee proved invaluable in the presentation. Trustee Rodenhi would like to see Trustees address the City Council more often by sharing noteworthy Library information on activities and upcoming events. Councilwoman Martner asked Trustee Clark about how low funding from the state and county impact the Santa Maria and Santa Barbara libraries. Trustee Rodenhi stated that this was a missed opportunity to address Council. Councilmember Martner asked for a report from staff on this matter. The Library Director distributed copies of the report she provided to the City Administrator for distribution to City Council in response to Councilmember Martner's request.

9. Other Business

A. The Agreement for Operation of a Countywide Free Library System.

The Library Director reported that she attended the County Board of Supervisor's meeting earlier in the day and that the contract was approved by the County. Trustee Rodenhi asked several questions about the reporting requirements. Staff advised that the City of Lompoc provides the level of detailed reporting directed in the contract and the budget projection requirements will be managed by Library staff.

Trustee Rodenhi pointed out that Zone 2 extends to Los Alamos down along Ballard Canyon and along to the Gaviota Coast. She would like to know how the Buellton City Administration regards the population attributed to outlying areas west and south of the City. Discussion followed on how to make residents more aware that the Buellton Library is part of the Lompoc Library System. A suggestion was made to include this information in a message on City of Buellton water bills. Trustee Sierra requested a meeting with the Library Director to discuss this matter further.

MOTION: It was moved, seconded (Sierra/Lawrence), and unanimously carried to approve the 2010-2011 Agreement for Operation of a Countywide Free Library System and direct the Library Director to provide the contract to Lompoc City Council with a recommendation for approval.

B. Selection of month for Board of Trustees meetings at the Buellton and Village libraries.

MOTION: It was moved, seconded (Knowles/Lawrence), and unanimously carried to approve the Village Library as the location for the October 12, 2010 meeting and the Buellton Library as the location for the December 14, 2010 meeting of the Board of Trustees.

10. Other Business

A. Library Update

The Library Director reported that a new internal staff and volunteer recognition program called W.O.W. (Wonderfully Outstanding Work) has been implemented through which individuals fill out a special WOW card to recognize special efforts by peers. Confirmation has been received from Janet Smith regarding a donation of \$10,000 in her mother's memory. The funds will be used for upgrades in the children's with several new computers, computer furnishings, and associated electrical and computer wiring and window tinting. The Library Gifts Policy will be reviewed and updates considered at an upcoming meeting.

B. Director's Activities and Update

No further information was provided.

C. Roundtable

Trustee Rodenhi 1) asked for Summer Reading Program attendance numbers which were supplied by the Library Director from the staff report, 2) suggested contacting TAP TV to attend and film the remaining Library Jazz concerts, 3) suggested use of free publicity for library programs through local television community events board, 4) said she was pleased with staff's good effort in establishing joint communication with the Lompoc Unified School District and asked what was being done in Buellton. The Library Director advised that this information has been provided in staff reports during the past year by the Buellton Library's Branch Manager Liz Chapman. Ms. Chapman will be asked to include an update in her report to Trustees in October when their meeting will be held in Buellton, 5) reported that the Live Homework Help link on the website is dead. Staff advised that there is consideration to renew the contract but a decision has not been made due to cost. Trustee Rodenhi suggested this as an opportunity to say we're in need of funding with a request for donations under the product icon. The Library Director advised that a decision would be made on contract renewal by staff right away.

Trustee Rodenhi advised Trustees of an opportunity to sell tickets to the Library Foundation's *Rocknoceros* children's concert on August 21 or to make a donation so that an underprivileged child could attend.

Trustee Lawrence asked if a thank you had been sent to Supervisor Doreen Farr for her donation of \$2,000 that was split between the Lompoc and Village Libraries, or if that was something that Trustees were to do. The Library Director advised that a letter of thanks was mailed the day after receiving the check. Trustee Lawrence indicated that she will then send a personal thank you.

11. Adjournment

The meeting was adjourned at 8:16 PM. The next scheduled meeting will be held on Tuesday, September 14, 2010, 6:00 PM at the Lompoc Public Library, 501 E. North Ave., Lompoc, CA.

Diane Lawrence, Secretary
by Lee Edie