

**Lompoc Library Board of Trustees**  
**Lompoc Library, 501 E. North Ave., Lompoc, CA**  
**Tuesday, February 9, 2010**  
**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 (Rodenhi/Lawrence), and unanimously carried to discuss agenda items in order as listed.

**3. Consent Calendar**

MOTION: It was moved, seconded (Rodenhi/Lawrence), 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, President**

The Friends President announced that their January book sale was very successful with \$2,253 in book sales, \$60 book bag sales, \$78 for See's candy bars; and annual dues of \$716 were paid. The Friends plan to work with Better World Books, an online used book vendor that also sends unsold books to programs in third world countries at no charge. Better World Books pays the shipping on books that meet their criteria from groups such as the Friends of the Library. They pay the sending agent a 15% commission on any sales they make. In addition 5% is donated to a literacy partner of the Friends choice and National Family Literacy was selected.

Through their reorganized magazine sponsorship program, the Friends collected funds for 15 magazine subscriptions in a drive conducted in late fall 2009. Trustee Rodenhi requested a copy of the list of magazines used for the sponsorship program. Plans are being made for library volunteer recognition and programming during National Library Week, April 11-17, 2010.

**B. Library Foundation**

As an ex officio member of the Foundation, the Library Director reported that the Foundation nominating committee is in the process of board member recruitment and selection of officers for the coming year.

**7. Correspondence**

The Library Director announced that correspondence from the City Clerk sets 7/20/10 as the date for the biennial joint meeting of Library Trustees and Lompoc City Council. Each Trustee will have an opportunity to share information about the Library with the Council and this will be discussed at a future meeting.

A workshop on Public Law and the Brown Act will be held on 3/24/10 from 9AM-12 PM at the San Luis Obispo Library's meeting room. Trustee Rodenhi requested access to a recorded web version of the presentation if this service is available.

Kevin Davis of Glendale, California emailed the Library Director complimenting the Lompoc Library on its building architecture and interior openness.

## **8. Old Business**

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

The Library Director provided an updated estimate of project costs. She reported that Community Development Block Grant (CDBG) funds allocated to four projects will be recommended for reduction in a presentation to City Council on 2/16/10, in order to shift funding to the community center project. The four projects facing reductions include Charlotte's Web, The Police Activities League (PAL) project, restrooms at Ryon Park, and the Lompoc Theater. The proposed reduction to the Charlotte's Web project is from \$250,000 to \$135,058. Charlotte's Web may be eligible for a Section 108 loan through CDBG. This loan program allows cities to borrow federal funds for projects and repay them over time using future CDBG allocations.

Current City funding of the Charlotte's Web project includes \$136,058 allocated by CDBG, \$250,000 allocated by the Lompoc Redevelopment Agency (RDA), and \$117,388 currently held in AB1600 or Development Impact Fees, for a total of \$603,446.

The Library Director provided a comparison of Charlotte's Web project costs with recent California library construction projects in Camarillo and Santa Maria, as well as projects of various sizes completed during the past three years. The comparisons show that the construction cost per square foot for Charlotte's Web is in line with other public library construction in the state.

The Library Director reported that two projects comparable in size to Charlotte's Web that were funded during round three of the State Bond Act of 2000 grant awards have not been constructed.

### **B. Review of the 2008-2009 Budget.**

The report was accepted as presented. In addition to the expense update, an updated second quarter budget summary was reviewed and staff was asked to provide more detailed information related to the Literacy budget fundraising. Trustees expressed concern that adequate revenue will not be raised to support expenditures through 2009-10. Staff was also asked to review the numbers provided for the Lompoc Library. Trustee Rodenhi requested a report from City Finance on fund balances and revenue resources on a monthly basis.

The Library Director then reported on the 2/6/10 Lompoc City Council budget workshop, which Trustee Clark also attended. At this meeting, Management Services Director, Brad Wilkie, advised that the City has controlled expenses and revenues are very close to projections for the 2009-2010 FY. The City Administrator presented several cost saving measures to City Council, including elimination of the Human Resources Department Head position, continuing the contractual arrangement for provision of City Attorney services, and a shift to a contractual basis for Building Department services. The open and funded position of Assistant City Administrator will be filled. The City Administrator was directed to report to City Council in September with further consolidation proposals.

The Library Director reported that the County Board of Supervisors will consider budget reductions for 2010 -11 at its meeting on 2/22/10. Staff has been advised that County Administration will recommend a 7% budget cut in the allocation for public library services. This would mean a reduction of approximately \$25,567 to Lompoc, \$3,722 to Village, and \$2,735 to Buellton.

## **9. New Business**

### **A. Consideration of revision of the loan policy for DVDs, increasing the number of DVDs a patron is allowed to check out from 3 to 7.**

MOTION: It was moved, seconded (Rodenhi/Lawrence), and unanimously carried to revise the loan policy for DVDs, increasing the number of DVDs a patron is allowed to check out from 3 to 7.

### **B. Election of Officers**

By acclamation, the following officers were unanimously approved:

President: Allan Clark

Vice President: Luella Knowles

Secretary: Diane Lawrence

### **C. Closure of the Lompoc Library for one day in early March 2010 for replacement of two damaged components of the new public service desk.**

MOTION: It was moved, seconded (Rodenhi/Knowles), and unanimously carried to approve closure of the Lompoc Library for one day in early March for replacement of two damaged components of the new public service desk.

## **10. Other Business**

### **A. Library Update**

The Library Director announced that the Grow the Village Library campaign has now raised \$5,203.98 or 74% of the \$7,000 needed this year.

### **B. Director's Activities and Update**

The Director's report was presented without change. The Library Director and Adult Services Manager will be attending the Lompoc Healthy Valley Coalition meeting on 2/25/10 with the hope that the Library can become one of the partners in this group. A meeting has been scheduled with the new Buellton City Manager, John Kunkel, to discuss the Buellton Library operation and budget.

Trustees discussed information from the Public Library Association on advocacy that was provided to Library Foundation board members by email prior to the meeting. The Library Director will send suggested advocacy scripts to be used in talking with County officials about library funding in the 2010-2011 FY. Trustee Lawrence suggested a link for advocacy on the library's website. With potential budget cuts of concern, Trustee Rodenhi suggested that trustees need to be proactive and promote the library more, including contacting City Council members.

### **C. Roundtable**

Trustee Rodenhi asked if allowing a paid staff member to volunteer to catalog materials was in line with the U.S. Department of Labor Fair Labor Standards Act. The Library Director indicated that in past communication with Human Resources on the subject, it was deemed good practice not to allow staff to perform the same set of tasks as volunteers that they are paid to do. Paid staff members have been allowed to volunteer time to complete tasks that are outside the scope of the classification under which they are paid. Staff will recheck with City Human Resources and report to Trustee Lawrence prior to the next meeting.

Trustee Knowles asked about findings and funding related to the Library's compromised heating system from January's rainstorms. The Library Director advised that the City may have funds available and that no report has been received to date from the Public Works Department.

**10. Adjournment**

The meeting was adjourned at 7:25 PM. The next regular meeting will be held on Tuesday, March 9, 2010, 6:00 PM at the Lompoc Public Library.

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Diane Lawrence, Secretary  
by Lee Edie