

Lompoc Library Board of Trustees
501 E. North Ave., Lompoc, CA 93436
Wednesday, July 8, 2009
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, Luella 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/Sierra), and unanimously carried to discuss Item 9 before Item 8 as the decision on Item 9 will affect those in Item 8.

MOTION: It was moved, seconded (Rodenhi/Knowles), and unanimously carried to discuss items in order as amended.

3. Consent Calendar

MOTION: It was moved, seconded (Rodenhi/Knowles), and unanimously carried to approve the consent calendar as presented. Trustee Sierra abstained from Item 3.B.

4. Presentations

None.

5. Public Opinion

None.

6. Library Support Activities

A. Friends of the Library – Nina Taylor, President

The next book sale will be July 23-25, 2009.

B. Library Foundation

The Library Director reported that assessment interviews conducted by the Netzel Group are completed. A presentation to the Library Board of Trustees will be scheduled in August. Foundation member Suzanne Schwark has secured sponsors for three Jazz concerts that will be held on the Library lawn the first three Sundays in August.

The Library Director also reported that the Foundation has applied for a grant with the Wood-Claeysens Foundation. The financial section of the grant is being provided as the annual report requested by the Board of Trustees. Trustees requested that an electronic version of the grant be sent to each board member.

7. Correspondence

- The Lompoc Botanic and Horticultural Society has made a \$1,000 donation to the Lompoc Library to purchase gardening and horticulture titles.

- Santa Barbara County Supervisor Doreen Farr has donated \$2,000 of her discretionary funds to be split between the Village and Buellton Libraries.

9. New Business (addressed out of order per Item 2 above)

Revision of the Compensation Plans for Library Unrepresented (UR), and Management, Supervisory, and Confidential (MS&C) Employees.

The Library Director proposed the same changes to the Library compensation plans as approved by the City Council for other full-time City employees in the same representation.

This allows salary/benefit savings for the Lompoc and Buellton Libraries; the Village Library has no full-time employees.

MOTION: It was moved, seconded (Sierra/Lawrence), and carried by a 4-1 vote (Knowles voted no), to approve the changes to the existing Compensation Plans for Library Unrepresented (UR), and Management, Supervisory, and Confidential (MS&C) Employees as follows:

Furlough Days

All full-time employees will receive 13 unpaid furlough days in each year of the 2009-2011 budget cycle, for a total of 26 furlough days.

City Health/Dental Payments:

The Library's contribution to full-time employee health care benefits will be frozen at its current level. The employee will be responsible for all subsequent premium increases.

The Library's contribution to full-time employee dental care benefits will be provided at 50% of its current level. The employee will be responsible for all subsequent premium increases.

8. Old Business

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

The Library Director advised that City Engineering has asked a for project status report from Ravatt, Albrecht, & Associates to keep the project on track with City. The interior designer Bev Moris continues to make progress and is now addressing the exterior patio furniture.

B. Review of the 2008-2009 Budget.

The report was accepted as presented, although Trustee Rodenhi said that the revised budget numbers on the staff-provided document do not match the same on the latest spreadsheets from City Finance. Staff advised that depending on the date used for reporting purposes, the numbers would differ. The spreadsheets from Finance also include a budget related to the City's Energy Efficiency Improvement project and the cost for the library to that project even though the project is administered by the Facility Maintenance Department. Staff will review the accuracy of their Revised Budget totals and advise.

C. Development of the 2009-2011 Budget.

1. **Budget Update:** The Library Director reviewed the updated proposed budget spreadsheets from City Finance and advised that staff is fairly confident with the documents. Some of the budget cuts being made by other libraries within the Black Gold Library System were shared.
2. **Consideration of measures to allow the Lompoc Public Library to achieve a balanced budget during the 2009-2011 budget cycle.** The Library Director provided a number of options to achieve a balance budget and discussed the purpose of the reserve fund and how the current budget surplus balance that is credited to that fund may be used towards balancing the upcoming budget. She pointed out that the City's insurance deductible is \$25,000; that plus 20-25% of a one-year budget would assure that the library is following the City guidelines for an adequate reserve balance. All budget options being considered will sustain the reserve fund above the 25% level.

MOTION: It was moved, seconded (Sierra/Knowles), and unanimously carried to accept Option 1: to use reserve funds to balance the 2009-2011 budget. The budget

shortfall in 2010-2011 will be met by closing the Lompoc Library one hour early Monday-Saturday, along with a reduction of \$3,371 in the materials budget.

Trustees were in agreement that the decision to close the library one hour early Monday – Saturday in 2010-2011 may be revisited if the revenue outlook improves during 2009-10. It was suggested for a future meeting that the Board establish a sub-committee to develop a policy regarding use of the Reserve Fund. Trustee Rodenhi suggested that part of the policy should set a threshold for each outlet separately, based on the outlet's available funding sources.

3. Consideration of the Village Library budget.

The Library Director reviewed the proposed 2009-11 budget figures and recommended that the Village Library continue operation at the current level. The fundraising efforts towards operations costs are at \$6,900 and staff has projected \$6,000 is needed for 2009-10 and \$7,000 for 2010-11. Trustees were in agreement that the fundraising deadline of June 1st continue for future years. Nina Taylor spoke in favor of having a fundraising cut-off date. Neil Baker was in favor of continuing the current level of operation.

MOTION: It was moved, seconded (Lawrence/Knowles), and unanimously carried to continue the Village Library operation at the current level for the coming 2009-11 budget.

MOTION: It was moved, seconded (Rodenhi/Sierra), and unanimously carried to consider the supplemental operating funds raised through 7/6/09 adequate for the 2009-10 budget and anything more than \$6,000 be rolled over to the following year. June 1st will be the fundraising deadline for future years.

Trustee Sierra excused herself at 7:55 PM due to a prior engagement.

4. Consideration of the Literacy Program budget for 2009-2011.

The Library Director provided a budget summary for 2009-10 with an estimated shortfall of \$1,355. Until the State budget is passed and funding from that source is known, secured funding will only sustain the current program level for a few months. Concern was expressed with the grant awarded by the Santa Barbara Foundation and how it would be affected with this at risk program. Trustee Rodenhi recommended that the proposed budget be balanced by changing the Revenue Contributions amount from \$3,000 to \$4,355 and that only mandatory expenditures be in place until the amount of State funding is known. Staff plans to monitor the budget carefully until more is known about revenue sources.

MOTION: It was moved, seconded (Rodenhi/Lawrence), and unanimously carried to approve a balanced budget as modified and revisit this item at the September Board meeting, at which time the viability of the program will be reassessed.

10. Other Business

A. Library Update

The Director's report was presented without change. Mrs. Gerald advised that the City of Lompoc's draft budget document was received today and is available at the Lompoc Library's Reference Desk.

B. Director's Activities and Update

The Director's report was presented without change.

C. Roundtable

Trustee Lawrence stated that since volunteer hours were listed in the monthly staff report for the branch libraries, she would like to see consistency and include the Lompoc Library.

Trustee Rodenhi requested that if a representative from the Library Foundation cannot be present, that a written report be provided. Related to the agenda packet, she said that it would be better to receive all the documents at once in order to see the whole picture, although she did understand why some reports were provided late.

11. Adjournment

The meeting was adjourned at 8:50 PM. The next regular meeting will be held on Tuesday, August 11, 2009, 6:00 PM at the Lompoc Public Library.

Diane Lawrence, Secretary
by Lee Edie