

**Lompoc Library Board of Trustees**  
**501 E. North Ave., Lompoc, CA 93436**  
**Tuesday, June 9, 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

Others Present: Councilman Bob Lingl

**2. Adoption of Agenda**

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

**3. Consent Calendar**

MOTION: It was moved, seconded (Rodenhi/Knowles), and unanimously carried to approve the consent calendar as presented.

**4. Presentations**

A Certificate of Appreciation was presented to Tamara Turner who also accepted the Certificates of Appreciation for Barbara Cooper, Adam Fabela, Ashlee Shoulders in recognition of their extensive work on the Black Gold System migration.

**5. Public Opinion**

None.

**6. Library Support Activities**

**A. Friends of the Library – Nina Taylor, President**

1. Friends are sponsoring all of the Summer Reading Program entertainment.
2. The next board meeting will be held in August.
3. 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 continue with results to be provided to the Foundation in July. A presentation to the Library Board of Trustees will be scheduled thereafter.

**7. Correspondence**

- The County Local Agency Formation Commission (LAFCO) agenda for the June 4, 2009 meeting included action to consider dissolution of County Service Area (CSA) 45. The agenda was shared with Trustees, and the Library Director noted that dissolution is the appropriate action because of the inactivity of the CSA since its formation in 1992.

- Trustees were provided with the State certification of population figures document that is used to determine the 2009-10 Public Library Fund (PLF) allocations. The report indicates a population increase of just over 100 for Santa Barbara County Zone 2. Trustees requested the link to the State Library website where this and additional information can be viewed.

- A thank you note was received from the Lompoc Museum director for the help provided by the Lompoc and Village libraries in selling tickets for a quilt raffle, with proceeds benefitting the museum.

## 8. Old Business

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

The staff areas of the building are still being refined. The shelving and workspaces decision-making will be completed through emails and conferences calls shared by Ravatt, Albrecht, & Associates staff, interior designer Bev Moris, and Library staff and Trustees on the project committee.

When asked what the additional cost is for this being a green building project, staff advised that the architect suggests that the LEED certification has added about 6% to the project cost, but that is before any applicable green rebates, which will reduce the percentage.

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

The report was accepted as presented.

### C. Development of the 2009-2011 Budget.

1. **Budget Update:** The Proposed Budget Changes for FY 2009-11 spreadsheet prepared by City Finance was received today and the Library Director advised that she had been in contact with Finance regarding a number of discrepancies. At present, it appears that the Lompoc Library will be under budget by \$5,000. State funding is at its lowest level and still unknown. The County Board of Supervisors will be making a final decision on their budget next week and it appears that funding will remain at the same level at this year.
2. **Consideration of closure of the Lompoc Public Library on Sundays beginning 7/2/09.** Trustees discussed staff's recommendation to close the Lompoc Library on Sundays. Staff advised that the recommendation is based on days of service at other Black Gold libraries, usage patterns at the Lompoc Library documented by statistics, and problems related to other possible closure days. Trustees reviewed the information provided but were hesitant to make a decision because of discrepancies in the budget numbers. Staff shared that the City's Human Resources advised that the negotiated contract with the Teamsters union has been approved by City Council and is expected to be ratified soon. Salary projections shown in the budget spreadsheets are based on the Library's compensation plan, mirroring the salary/benefits for other City employees. Trustees agreed to table this item to a special meeting later this month once the Teamster's negotiations are complete and funding numbers are known from the State and County. Trustees also discussed the Literacy Department budget. Staff advised that the major grants applied for were not funded. Trustee Clark suggested that the Library Board of Trustees compose a letter to the Lompoc City Council to notify them where Literacy is right now.

## 9. New Business

### A. Consideration of changes to the policy for use of the Lompoc Public Library System facilities.

1. Staff recommended policy and fee changes for the Grossman Gallery Multipurpose room based on facility upgrades since the last change in 2002. Trustee Rodenhi requested that #14 include Friends of the Library, and changes to the wording in #4 related to cancellation. Trustees agreed to change the wording as follows:
  - 14 days and over: full refund
  - 8-13 days: refund is rental fee less \$10
  - 0-7 days: refund is 50% of rental fee

MOTION: It was moved, seconded (Rodenhil/Knowles), and unanimously carried to accept the Grossman Gallery rental policies as amended effective 6/9/09, changing the policy to read as follows:

1. To the extent that time is available and there is no conflict with the Library's use, the room may be used for meetings devoted to educational, cultural, social, or community betterment issues for purposes that are generally consistent with the Library's objectives and intended for the general public. Suitability of use shall be determined by the Library Director or designee, and may be subject to review by the Library Board of Trustees.
2. Reservations are on a first-come, first-served basis and may be made up to a maximum of 12 months in advance. Reservations are considered firm only after the Grossman Gallery Multi-Purpose Room Rental Application - Agreement is signed. A permit to use the Grossman Gallery Multi-Purpose Room is not transferable.
3. Responsibility for the meeting room must be assumed by one adult, 21 years of age or older, and who is required to be present during the rental period. An authorized officer of the group must assume responsibility for the conduct of those attending and for any misuse, damage, or theft of the Library property or exhibited materials. Charges will be assessed to cover any work required as a result of the rental. Groups leaving the room in poor condition may be refused future use. Renters must secure the room when vacating the premises.
4. Fees and Charges:  
\$40 for up to 3 hours and \$10 for each additional hour, nonprofit groups; \$80 for up to 3 hours and \$20 for each additional hour for-profit groups  
\$60 flat fee for an art show, flower show, or seminar scheduled for consecutive days, nonprofit groups; \$120 flat fee per day, for-profit groups  
The rental fee is due 14 days in advance.

Cancellation:

14 days and over: full refund  
8-13 days: refund is rental fee less \$10  
0-7 days: refund is 50% of rental fee

Cleaning/Damage:

A deposit may be assessed, at the discretion of staff, to cover any work required for repair/replacement of equipment as a result of the rental.

Equipment:

TV/VCR/DVD on a cart: No charge  
Media projector, wireless microphone, PA System: staff assistance required at: \$12 per hour or portion of an hour

5. The Library Director or designee may cancel meeting room privileges for failing to observe rules and regulations.
6. Light refreshments may be served, and all facilities shall be properly cleaned. No alcoholic beverages may be served.
7. Except for events sponsored by the Library, Friends of the Library, Lompoc District Libraries Foundation, or the City of Lompoc, neither charges for admission nor membership requirement may be made as a condition of attendance.
8. The room shall be completely vacated by 11 p.m.
9. Noise level by groups or activities in the meeting room shall be held at a level that will not interfere with normal Library operation.

10. Renters will be responsible for setting up chairs, tables and other equipment. At the conclusion of use, renter must clean all table- tops, re-stack chairs/tables and return them to the storage area, and remove trash to the receptacle in the parking lot. If the renter alters the normal configuration of furniture in the meeting room, renter is responsible for returning tables and chairs to original configuration. A diagram is provided on the wall of the storeroom.
  11. Renters are solely responsible for providing their own equipment, displays and other materials needed for the rental.
  12. Adults must supervise student or youth group activities.
  13. Smoking is not allowed in the Grossman Gallery Multi-Purpose Room or in any area of the Library, nor within 20' of any entrance, exit or operable window.
  14. Permission to use the facilities shall not be interpreted as an endorsement of the meeting or the organization's beliefs by the Lompoc Public Library, the Library Board of Trustees, Friends of the Lompoc Library System, Lompoc District Libraries Foundation, or the City of Lompoc.
2. Staff proposed that the Village Library be made available to rent for small meetings limited to times when the library is closed.

MOTION: It was moved, seconded (Sierra/Lawrence), and unanimously carried to accept the Village Library rental policies with amendments on Line 7 to include the County of Santa Barbara, and line 14 to include Friends of the Library. The new policy is as follows:

1. To the extent that time is available and there is no conflict with the Library's use, the Library may be used for meetings devoted to educational, cultural, social, or community betterment issues for purposes that are generally consistent with the Library's objectives and intended for the general public. Suitability of use shall be determined by the Library Director or designee, and may be subject to review by the Library Board of Trustees.
2. Reservations are on a first-come, first-served basis and may be made up to a maximum of 3 months in advance. Reservations are considered firm only after the Village Library Rental Application - Agreement is signed. A permit to use the Village Library is not transferable.
3. Responsibility for the meeting space must be assumed by one adult, 21 years of age or older, and who is required to be present during the rental period. An authorized officer of the group must assume responsibility for the conduct of those attending and for any misuse, damage, or theft of the Library property or exhibited materials. Charges will be assessed to cover any work required as a result of the rental. Groups leaving the room in poor condition may be refused future use. A staff assistant will be responsible for opening and securing the facility for rental meetings.
4. Fees and Charges:  
\$30 for up to 2 hours; this includes staff assistance to open and secure the Library. The rental fee is due 14 days in advance.

Cleaning/Damage:

A deposit may be assessed, at the discretion of staff, to cover any work required or repair/replacement of equipment as a result of the rental.

Equipment

Wall mounted screen, available at no charge.

5. The Library Director or designee may cancel meeting room privileges for failing to observe rules and regulations.

6. Light refreshments may be served, and all facilities shall be properly cleaned. No alcoholic beverages may be served.
7. Except for events sponsored by the Library, Friends of the Library, Lompoc District Libraries Foundation, County of Santa Barbara, or the City of Lompoc, neither charges for admission nor membership requirement may be made as a condition of attendance.
8. The Library is available for meetings on Monday through Saturday, only during closed hours, for up to 2 hours. Two-hour meetings can be scheduled beginning at 8am. They can also be scheduled on evenings when the Library closes at 6pm, with 9pm as the required end time.
9. Noise level by groups or activities in the meeting room shall be held at a level that is consistent with Library policy.
10. Renters will be responsible for setting up chairs, tables and other equipment. At the conclusion of use, renter must clean all table- tops, re-stack chairs/tables and return them to the storage area, and remove trash to the receptacle in the parking lot. If the renter alters the normal configuration of furniture in the meeting room, renter is responsible for returning tables and chairs to original configuration. A diagram is provided by the staff assistant.
11. Renters are solely responsible for providing their own equipment, displays and other materials needed for the rental.
12. Adults must supervise student or youth group activities.
13. Smoking is not allowed in the Village Library, or within 20' of any entrance, exit, or operable window.
14. Permission to use the facilities shall not be interpreted as an endorsement of the meeting or the organization=s beliefs by the Lompoc Public Library System, Friends of the Library, the Library Board of Trustees, Friends of the Lompoc Library System, Lompoc District Libraries Foundation, or the City of Lompoc

**B. Consideration of revisions to the Internet policies for children and young adults.**

MOTION: It was moved, seconded (Rodenhi/Knowles), and unanimously carried to accept the Children's and Young Adult policy changes as stated, which will place children through age 12 within the Children's Internet Policy and designate young people ages 13-17 as "young adults."

**C. Revision of the Library 2009 holiday closure calendar**

MOTION: It was moved, seconded (Rodenhi/Knowles), and unanimously carried to accept the revised 2009 Library closure schedule, changing the day of closure honoring Independence Day from Friday, July 3 to Saturday, July 4, 2009.

**10. Other Business**

**A. Library Update**

The Director's report was presented without change. Mrs. Gerald advised that she will be attending a workshop in Santa Barbara on 11/12/09 to learn more about advocacy for libraries. She suggested that Trustees might want to consider attending. Black Gold Cooperative Library System is providing funding for the registration fee.

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

The Director's report was presented without change.

**D. Roundtable**

Trustee Rodenhi suggested a few updates to the Library's webpage and provided staff with the related printed pages.

Trustee Lawrence stated that she trusted the Library Director's judgment on staffing related to the budget.

**11. Adjournment**

The meeting was adjourned at 7:47 PM. The next regular meeting will be held on Tuesday, July 7, 2009, 6:00 PM at the Lompoc Public Library.

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Diane Lawrence, Secretary  
by Lee Edie