

Lompoc Library Board of Trustees
501 E. North Ave., Lompoc, CA 93436
Tuesday, January 13, 2009
Regular Meeting Minutes

1. Call to Order

President Clark called the meeting of the Lompoc Library Board of Trustees to order at 5:58 PM.

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

Trustees Absent: None.

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

2. Adoption of Agenda

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

3. Consent Calendar

MOTION: It was moved, seconded (Rodenhi/Lawrence), and unanimously carried to approve the consent calendar with changes to the minutes: 2. Adoption of Agenda: Add (Molesworth/Knowles) as the person who made and second the motion; and 6-B: change the dollar amount to \$160.

4. Public Opinion

None.

5. Library Support Activities

A. Friends of the Library – Nina Taylor, President

The mural coverlets sales are slow. They will be adding a display at the Chamber of Commerce and the Cypress Gallery. The winter book sale will be held January 22-24. _____ is the new volunteer for membership committee and Sharon McVicar is a new volunteer and will be the magazine program chair.

B. Library Foundation

No report.

6. Correspondence

The City Clerk is advertising for the Library Board of Trustees vacancy left by Dale Molesworth.

8. Old Business

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

The committee will have another meeting with the interior design team on 1/16/09. The Executive Committee of the Library Foundation met with Metzel Consulting Firm on 1/12/09 regarding a fundraising campaign for the project.

The State Library asked about upcoming library projection with one of the questions related to LEED certification and level, showing that this information as important for future projects.

B. Review FY 2007-2009 Budget

1. Review of the 2007-2008 budget.

City Finance has advised that the 2007-08 budget is still not finalized. Staff is reviewing line item balances and will shift money where funds are needed for overspent accounts.

2. Review of the 2008-2009 budget.

The report was accepted as presented. Staff reported the estimated Public Library Fund revenue loss for the current fiscal year based on the revision to the formula for certification of population in the three zones of Santa Barbara County: Lompoc: \$1,998; Village: \$63.84; Buellton: \$379.

C. Development of the 2009-2011 budget.

Staff advised that the budget document is due on December 11. Staff is working with Finance to finalize the amounts for part time staff. A goal setting workshop with the City Council, in which each department presents its mission, goals, and unmet needs, will be held January 30 & 31.

9. New Business

A. Guidelines for conduct of meetings of the Board of Trustees

1. Consideration of a list of ground rules for meetings of the Board

Trustee Clark made a presentation of recommended ground rules, to run more efficient meetings, and further recommended inclusion of a time schedule. There was some discussion that the time schedule may unfavorably limit discussion but the decision was made to implement a time schedule.

MOTION: It was moved, seconded (Molesworth/Lawrence), and unanimously carried to approve the Guidelines for Conduct of Meetings of the Library Board of Trustees as presented.

2. Adoption of Rosenberg's Rules of Order for use during Board of Trustees meetings

MOTION: It was moved, seconded (Lawrence/Rodenhi), to approve Rosenberg's Rules of Order for use at Library Board of Trustees meetings.

Trustee Rodenhi listed a few instances where Rosenberg's Rules of Order vary from past procedures of the Board.

MOTION: It was moved, seconded (Lawrence/Knowles), and unanimously carried to table this item to the January 2009 meeting to allow Trustees time for further review of the document and provide any comments to the Library Director who in turn will provide a recommendation at the January 2009 meeting.

B. Consideration of early closure of libraries on Wednesday, December 24, 2008

MOTION: It was moved, seconded (Knowles/Rodenhi), and unanimously carried to close at 5:00 PM on 12/24/08.

C. Role of the Board of Trustees in library advocacy

The Library Director suggested ways that Trustees could involve themselves in advocacy for the library. Trustees are encouraged to meet with the Director to discuss ideas for advocacy. She will provide brief lists of key points related to libraries and programs to the Trustees.

10. Other Business

A. Library Update

The Director's report was presented without change.

B. Director's Activities and Update

The Director's report was presented without change.

C. Roundtable

None.

11. Adjournment

The meeting was adjourned at 7:56 PM. The next regular meeting will be held on Tuesday, January 13, 2009, 6:00 PM at the Lompoc Public Library.

Secretary by Lee Edie