



**LOMPOC PUBLIC LIBRARY SYSTEM
LIBRARY COMMISSION
REGULAR MEETING AGENDA**

TUESDAY, NOVEMBER 14, 2023, 10:00 AM
LOMPOC PUBLIC LIBRARY GROSSMAN GALLERY
501 E. NORTH AVENUE, LOMPOC, CA
PRESIDING: MOLLY GERALD, VICE CHAIRPERSON

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. APPROVAL OF MINUTES

Minutes of the September 12, 2023 regular meeting

4. PRESENTATIONS

City Clerk, Stacy Haddon, will present a refresher on the Brown Act. Items related to non-agenda items are appropriate at this time. Public comment on agenda

5. PUBLIC COMMENT

The public comment period is reserved for comment on matters within the subject matter jurisdiction of the Commission. Comments related to non-agenda items are appropriate at this time. Public comment on agenda items will be invited by the Chair as they are introduced. Each person may address the Board for up to 3 minutes.

6. LIBRARY SUPPORT ACTIVITIES

- A. Friends of the Library**
- B. Library Foundation**

7. CORRESPONDENCE

8. BUSINESS

A. Update on the Youth Department

An update will be given by Diana Bentle, Youth Services Librarian.

9. LIBRARY DIRECTOR'S REPORT FOR SEPTEMBER & OCTOBER

10. ROUNDTABLE

Remarks by Commissioners and Staff

11. ADJOURNMENT

The next regular meeting is scheduled for Tuesday, January 9, 2024 at the Lompoc Public Library, 501 E. North Ave., Lompoc, at 10:00 AM.

Any documents produced by staff and distributed to the Commissioners regarding any item on the Agenda will be made available for public inspection in the lobby of Lompoc City Hall at 100 Civic Center Plaza between 9 AM and 5 PM. Monday through Friday, and the Lompoc Library Patron Services Desk at 501 E. North Avenue between 10:00 AM and 7:00 PM Monday through Thursday, and 1:00 PM and 5:00 PM Friday and Saturday. The agenda and related staff reports are available on the City's website: www.cityoflompoC.com the Friday before the Library Commission meetings between the hours of 9:00 AM and 5:00 PM.

Topics

Brown Act Basics

- Open & Public Meetings
- Who is Covered/Not Covered?
- Documents
- Posting
- Public Participation
- Teleconferencing
- Voting



Public Emergency Allowances

Frequently Asked Questions

Brown Act Basics: Open & Public Meetings

Meetings of public bodies must be “open & public”.

A meeting is any **gathering of a majority of the members (quorum)** of a covered board, commission, or its standing committees to **hear, discuss, or deliberate** on matters within the agency’s or board’s jurisdiction.

Action taken in violation of open meetings laws may be voided.

Brown Act Basics: Who is Covered?

Public bodies of local agencies, including counties and cities, school and special districts.

- “**Legislative bodies**” of each agency, the agency’s governing body, plus “covered boards,” that is, any board, commission, committee, task force or other advisory body created by the agency, whether permanent or temporary.
- **Standing Committees** of a covered board or commission, regardless of number of members.

Brown Act Basics: Who is NOT Covered?

Ad hoc advisory committees (also called “work groups”) consisting of less than a quorum of the covered board (or its standing committees) with a short-term, time-limited purpose.

Most non-profit organizations

State government agencies are covered by the Bagley-Keene Opening Meeting Act.

Brown Act Basics: Documents

Treat documents shared with a **majority** of the board or commission as **public**.

Distribute and post “**without delay**”.

Brown Act Basics: Posting

- Agendas posted 72 hours in advance of regular meetings
- Agendas posted 24 hours in advance of special meetings (plus notification of local media)
- Agendas must be posted on the **local agency's website**

Brown Act Basics: Public Participation

- **Public Comment** before or during agenda items.
- **Sign-In** or identification is not required
- **Recording:** Non-disruptive recording and broadcasting is allowed



Brown Act Basics: Teleconferencing

Teleconferencing when *not* operating during a public emergency, the following requirements are in effect:

Agendas

- Posted at all teleconference locations
- Each teleconference location must be listed on the meeting notice and agenda.

Teleconference Locations

- Each teleconference location must be accessible to the public.
- At least a quorum of the members must participate from locations within the county (or jurisdiction).
- The agenda must provide an opportunity for members of the public to address the legislative body at each teleconference location.

Brown Act Basics: Voting

- Conduct only public votes (no secret ballots)
- Teleconference votes must be by roll call

Public Emergency Allowances

Until January 1, 2024, local boards and commissions may meet solely by teleconference without providing any physical meeting addresses during a proclaimed state of emergency in which state or local officials have imposed or recommended measures to promote social distancing.

Continuation of this allowance requires that the local agency must place an item on the agenda of a Brown Act meeting once every thirty days to make findings regarding the circumstances of the emergency and vote to continue using the law's exemptions for as long as it deems necessary.

Frequently Asked Questions

Conference Attendance - If individual members attend a conference called by someone else, is this covered by the Brown Act? **No**, as long as they do not discuss specific business matters within their jurisdiction.

Closed Meetings - Is it permissible to conduct “Closed Meetings”? **Yes & No**, closed meetings are allowed under certain conditions, and with specific requirements.

Lack of Quorum - A board, commission or a standing committee meeting has less than a quorum. Is it still required to meet openly? **Yes**, if it has either a set meeting schedule or a continuing subject matter jurisdiction, it is required to meet openly. (A quorum is required for members to conduct a vote.)

Serial Meetings - Members use individual contacts to collectively decide an issue. Is this a violation? **Yes**, information communicated to a quorum through a series of contacts (such as: individual phone calls (“daisy chain”), emails, chat messages, or a third person (“spoke and wheel”)) is prohibited by the Brown Act.

Retreats - Are board/commission retreats subject to Brown Act Rules? **Yes**, if it is a meeting of a local board, commission or a standing committee, the event is subject to the requirements of the Brown Act.

LOMPOC PUBLIC LIBRARY SYSTEM SEPTEMBER - OCTOBER 2023 STAFF REPORT

BLACK GOLD COOPERATIVE LIBRARY SYSTEM

Black Gold Cooperative Library System meetings are attended on an ongoing basis. These include: Administrative Council, Reference and Adult Services, Youth Services, and Automated and Technical Services. Some meetings remain online, while others are now meeting again in person.

There is no update to either the sharing of materials with libraries outside of Black Gold.

COUNTY OF SANTA BARBARA LIBRARY SERVICES

The Library Advisory Committee continues to meet on a quarterly basis.

Long time Community Services Director George Chapjian will be retiring in December 2023.

At the County Board of Supervisors meeting on September 26, 2023, the board voted 4-1 to explore the possibility of a sales tax on next year's November ballot to help support funding of the libraries.

LIBRARY OPERATIONS – LOMPOC, VILLAGE AND CHARLOTTE'S WEB

General Update

The library received an additional \$12,000 grant from the California State Library to continue funding the Zip Book program.

The annual California State Library statistical report was completed in October 2023.

The second annual Tiny Art Show will take place in December. Beginning November 1, patrons can pick up a 4x4 canvas to create a miniscule masterpiece to display in the Grossman Gallery in December. The show will move to the Village Library in January.

The libraries will be closed November 23 – 25 for the Thanksgiving holiday.

The libraries will also be closed this year from December 23 – January 2.

Lompoc Public Library

As part of the NIFTY grant from NASA, youth staff facilitated STEM workshops during September and October.

Two new staff members started in September: a youth librarian and a page.

The replacement of the youth restrooms will likely take place in December or January.

The library held a Halloween Costume Bingo Party and over 80 people attended.

Village Library

Compost pails are available for pickup by patrons.

Take and Make crafts are available monthly and have proven popular.

Lompoc staff has been covering some shifts and programming while the supervisor is out on maternity leave. The supervisor is scheduled to return in November.

Charlotte's Web Mobile Children's Library

Bookmobile librarian Rachell Frazian was accepted as part of the Leadership Lompoc Valley class of 2023/24.

New teen volunteer opportunities are now available with the bookmobile for community events. There are currently four trained volunteers that assist with passive programs at public stops as needed.

As part of the NIFTY grant from NASA, the bookmobile facilitated STEM workshops at the Lompoc Teen Center in conjunction with STARBASE, Vandenberg Space Force Base's Outreach program during September and October.

The bookmobile participated in Lompoc's annual Old Town Trick or Treat in October, with 677 visitors.

PROGRAMMING AND OUTREACH SERVICES

Programming (includes in-person, passive, and take and make) statistics:

In September, there were 27 programs with 1,685 participants.

September Reading Challenges: 3 challenges had 36 participants that read 700 books (35,910 minutes).

In October, there were 35 programs with 1,819 participants.

October Reading Challenges: 3 challenges had 27 participants that read 601 books (33,088 minutes).

Library staff performed outreach to the following places:

- Boys and Girls Club Afterschool Program
- Bridge House Shelter
- Fillmore Elementary School
- Hapgood Elementary School
- Kailani Village Apartments
- Las Flores Preschool
- Lompoc Chalks Festival
- Lompoc High School
- Lompoc Teen Center
- Lompoc Terrace
- Santa Rita Village
- YMCA Afterschool Program

Lompoc Public Library System
FY2023/24 Reference and Program Statistics

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