

**Lompoc Library Board of Trustees  
Lompoc Public Library Grossman Gallery  
501 E. North Ave., Lompoc, CA 93436  
Tuesday, April 14, 2015, 10:00 AM  
Regular Meeting Minutes**

**1. Call to Order**

Secretary Marks called the meeting of the Lompoc Library Board of Trustees to order at 10:00 AM.

Trustees Present: Dan Baumann, Barry Marks, Ann Ruhge, Linual White

Trustees Absent: Luella Knowles

Staff Present: Jessica Cadiente, Library Director; Lee Edie, Library Administrative Aide

**2. Adoption of Agenda**

MOTION: It was moved, seconded (White/Baumann), and unanimously carried to discuss the agenda items in order as presented.

**3. Consent Calendar**

Upon her arrival, President Ruhge presided over the remainder of the meeting.

MOTION: It was moved, seconded (White/Marks), and unanimously carried to approve the Consent Calendar as presented.

**4. Presentations**

None.

**5. Public Comment**

None

**6. Library Support Activities**

**A. Friends of the Lompoc Public Library System**

Cathy Rudolph, President of the Friends of the Library, reported that she attended a recent City Council meeting and spoke in support of the Library, their next Board meeting will be held on April 27, 2015 at 2:00 PM, the Village Library Support group's meeting to assess whether they wanted to form a separate Friends group was cancelled until the fall, on June 28, 2015 Lompoc Civic Theater will do a benefit performance of "I Do, I Do", and the spring book sale is this week.

**B. Library District Libraries Foundation**

Melinda Aguirre, President of the Lompoc District Libraries Foundation, was unable to attend. In her written correspondence she reported that the Assistant City Administrator and City Administrator requested to meet with LDLF's board regarding Charlotte's Web Book Mobile and a meeting will be scheduled after May 7, Endowment meeting will be scheduled in May to discuss library fund distribution, and the Saturday August Concerts on the Library Lawn have been scheduled. We are thinking of having a "wine" concert and will get back to the Trustees for approval. We wanted to invite three wineries for wine tasting. Will find out which wineries would be interested. LDLF's next board meeting will be Wednesday May 13, 4:30 at Grossman Gallery.

Trustees asked the Library Director for information on the meeting with City Administration concerning the book mobile. Although she was not contacted about the meeting, the last she knew the City was considering replacing the CDBG funds with other funds possibly from the General Fund.

With an agreement in place, Trustees expressed concern that funding does not go away and asked the Library Director to get clarification.

## **7. Correspondence**

Letter sent by Santa Maria, Lompoc, and Santa Barbara Library Directors to County of Santa Barbara Supervisors requested increasing the allocations in Library funding.

## **8. Business**

### **A. Recommend the Approval of New Job Classifications and Salary Schedules**

At the direction of Trustees in 2014, the Library Director reported on the process of modifying library operations and staffing. In anticipation of becoming a City Department and with the assistance of City Human Resources (HR) and Finance departments and the blessing of City Administration, the creation of job classifications and salary schedules that represent a 21<sup>st</sup> Century library operation and align with other organization within the Black Gold Cooperative Library System have been prepared.

Trustees Marks asked if staff were aware of this process and if the City was ok with the salary schedule. The Library Director answered that the process was brought up at each staff meeting since she became Director and yes, City Administration supported the creation of new salary schedules.

Trustee Baumann gave praise to the Library Director for the work involved in this process. He asked if there was consideration for current staff in the system with their positions being defunct and Trustee White asked about an in-house recruitment versus open recruitment. The Library Director advised that with the dissolution of certain classifications an open recruitment is based on getting the best available candidate. . HR does not focus on the individuals but looks at the job description and from an operational point of view to allow the library or any department to be successful.

Sally Prentiss: how many will be laid off and what kind of training is available for clerks to meet requirements? The Library Director shared that on-line webinars, staff prepared documents on answering reference questions, computer fixes, etc. are provided but there are limited funds for other training opportunities. .

Liz Chapman, Buellton Library supervisor shared that the clerical class has been wrong all along. In her capacity she developed work schedules, acted as liaison with city and schools, and would evaluate other staff for the first 5 of 7 years of work. Buellton Library staff have the ability to answer questions, work independently, etc. and are in the Clerk classification.

Trustee Ruhge conveyed that when the previous Library Director resigned, Ms. Cadiente was appointed Interim Director and there was an open competitive recruitment and she had to apply for the position.

Trustee White understands the process but it is their job to provide oversight to library staff. He affirmed that the decisions Trustees make could be changed by the city as well, the decisions affecting Buellton could change if they became part of Zone 1 so today's decision may or may not affect the Buellton situation.

The Library Director advised that the Library Advisory Committee meets again on April 29, 2015. Proposals for library services within the Santa Ynez Valley will be presented by the Santa Barbara Library Director and the Lompoc Director will provide a report based on services if Buellton stays

under Lompoc jurisdiction. If it is determined to include Buellton in Zone 1, Santa Barbara HR rules will determine job classifications and some of this discussion may be a moot point.

MOTION: It was moved, seconded (Marks/Ruhge) and unanimously carried to recommend for approval to Lompoc City Council the following as presented:

1. The elimination of the Library Clerk series
2. The updated Library Assistant classifications
3. The new Library Technician classifications
4. The updated job specifications for the Librarian series
5. The salary schedules
6. The personnel summary forms for Lompoc, Buellton, Village and Charlotte's Web Libraries

**B. Review of Literacy Program**

The Library Director reviewed the requirements for literacy services that are to be provided under the contract with Central Coast Literacy Council (CCLC). A quarterly report and projected budget for 2015-16 was provided by CCLC. In March, the Library Director asked for a review of the current fiscal year budget as well as an explanation of administrative costs in the projected budget with no response to date. There has been no progress reported related to the expanded ESL classes nor the computer-assisted training software during the past nine months and expansion of the program is crucial to funding at the State level.

Trustees concurred their concern that participant numbers have dropped, there is discontent with some volunteers in the program, and non-response to requests for detailed information from staff is unacceptable. Staff was requested to send a letter to CCLC strongly recommending they comply with staff's requests for information.

When asked if there were alternatives out there, the Library Director added that an alternative cannot be offered at this time however there may be an in-house opportunity with approval of new full time positions. She will provide an update next month.

**C. Review of County Allocation Formula**

As requested at the last meeting, a report on the allocation formula for County funds was provided. The Library Director reiterated that the County does not determine how the funds are to be disseminated and leaves it up to each library zone. She also reported that the City of Lompoc is currently doing a user fee study and looking at the distribution of County funds as well as Black Gold costs and addressing the administrative fee.

The Library Director also corrected a statement made by Marell Brooks at last month's meeting where she asked for transparency by alluding that the administrative fee for the Village Library be listed as a separate line item. The Director reported that the administrative fee for each library is a separate line item and not a hidden cost.

The Library Director recommended revisiting the allocation formula once a decision is made regarding the Zone boundaries by the County.

**D. Consideration of a change to the Adult, Children's and Teen Policies Regarding the Time Limit for Computer Usage**

The Library Director conveyed the reasoning behind the need to update the time limit for computer usage policy as indicated in her report.

MOTION: It was moved, seconded (Marks/Baumann) and unanimously carried to approve the change to the Adult, Teen and Children's Internet policies to edit the time limit for computer use to 120 minutes per person per day effective June 1, 2015.

#### Lompoc Public Library System Adult Internet Policy

Internet use is restricted to educational, informational, and recreational purposes only. Unauthorized, illegal, or unethical use or sending, displaying, or receiving text or graphics which may reasonably be construed as pornographic is NOT ALLOWED and will result in loss of Internet privileges.

Internet users are NOT allowed to:

1) install or run software not already on computer; 2) modify, unplug, or remove equipment; 3) reconfigure systems or software, or in any way interfere with current system set-up; 4) reboot or turn off equipment.

Adult Internet stations are available, with the following guidelines:

- Adult Internet stations are available for patrons 18 years of age and older.
- A Black Gold library card is required to access the Internet. You must use your own library card.
- Fines on your library card must not exceed \$10.00 in order to use the Internet computers.
- If you have forgotten your library card, staff at the information desk will look up your barcode number a maximum of one time and you must provide ID.
- Visitors may receive a one hour guest pass issued by staff.
- Use of the Internet is limited to 120 minutes per person per day.
- Internet reservations for a specific future time or date cannot be made. You must physically be present at the library to make a reservation. You will have five minutes to log in to your computer before your reservation time will expire and your computer will become available to other patrons.
- Up to 2 people are allowed to use an Internet station at one time, unless their conversation is disturbing other library users. A parent and child may use an adult station together, but the adult must remain with the child during the entire session.
- Internet stations are turned off 10 minutes prior to closing.
- A business/job searching computer is available and is scheduled in 2 hour increments. You must reserve this computer at the Information desk and your activities on the unit must relate to business or job searching at all times. The time on this unit is in addition to your 120 minute session using the adult internet stations.

Note: The Library has no control over the information on the Internet and cannot be held responsible for its content.

Disregard for these guidelines will mean loss of Internet privileges.

Approved by Library Board of Trustees – February 19, 2013; Revised April 14, 2015

#### Lompoc Public Library System Teen Internet Policy (for ages 13 -17)

- You must have a Black Gold Library card or an Internet Only card. You must use your own library card. (For visitors, staff can place a request through the Library's reservation software).
- If you forget your library card, Youth Department staff will look up your barcode number a maximum of one time.
- Maximum Internet use is 120 minutes per day.
- One person per chair per computer is allowed.
- All group work must be approved by the Youth Department Librarian.
- The monitoring of a minor's use of the Internet, like other Library materials and services, is the responsibility of the parent/legal guardian.
- The teen Internet stations are filtered.\*
- Younger siblings may sit at a table in the Teen Zone, but are not allowed to view Internet screens.

- Internet stations are turned off 10 minutes prior to closing.

Internet users are NOT allowed to:

1) install or run software not already on computer; 2) modify, unplug, or remove equipment; 3) reconfigure systems or software, or in any way interfere with current system set-up; 4) reboot or turn off equipment.

Violation of this policy will result in suspension of Internet privileges for a period of time determined by the Youth Services Librarian. Repeated violations will result in loss of Internet privileges.

\* Note to parents: The Library has no control over the effectiveness of its filtering software. The Library does not guarantee that its filtering software is effective or error-free. Neither is the Library responsible for the inadvertent restriction of access to desirable or necessary information that may result from the use of filtering software.

Approved by Library Board of Trustees, February 12, 2013; Revised April 14, 2015

Lompoc Public Library System Children's Internet Policy (for ages 12 and below)

- Children who have a Black Gold Library card may use the Internet for up to 120 minutes per day. You must use your own library card.
- For visitors and non-library card holders, staff can place a request through the Library's reservation software for a 30 minute session.
- Adults are allowed to use the children's Internet area only if they are parents or caregivers working directly with a child in their care.
- One person per chair per computer is allowed.
- All group work must be approved by the Youth Department Librarian.
- The Children's Internet computers are filtered.\*
- Internet stations are turned off 10 minutes prior to closing.

Internet users are NOT allowed to:

1) install or run software not already on computer; 2) modify, unplug, or remove equipment; 3) reconfigure systems or software, or in any way interfere with current system set-up; 4) reboot or turn off equipment.

Violation of this policy will result in suspension of Internet privileges for a period of time determined by the Youth Services Librarian. Repeated violation will result in loss of Internet privileges.

\*Note to parents: The Library has no control over the effectiveness of its filtering software. The Library does not guarantee that its filtering software is effective or error-free. Neither is the Library responsible for the inadvertent restriction of access to desirable or necessary information that may result from the use of filtering software.

Parents and legal guardians have the responsibility to oversee their child's exposure to and use of the Internet. Parents and children are encouraged to seek guidance from Library staff, visit [www.netsmartz.org](http://www.netsmartz.org) (National Center for Missing and Exploited Children), and visit the Youth Services section on the Library's website regarding websites of interest to children.

Approved by Library Board of Trustees, February 12, 2013; Revised April 14, 2015

**E. Consideration of a Change to the Unattended Child Policy**

The Library Director elaborated on the reasoning behind the need to update the unattended child policy as indicated in her report.

MOTION: It was moved, seconded (White/Marks) and unanimously carried to approve the change to the Unattended Child Policy as recommended effective May 1, 2015.

Lompoc Public Library System Rules of Conduct

Welcome to the Lompoc Public Library System. Library users expect each of our facilities to be clean, comfortable, and safe places. The library is responsible for establishing rules of conduct to protect the rights and safety of library patrons, volunteers, and staff. The rules are also designed to maintain the library's peaceful atmosphere, facilitate library usage, and protect library property.

Behavior becomes unacceptable when it interferes with the rights of others, when it could result in injury to one's self or others, when it could result in damage to library materials, buildings, or equipment, and when it does not align with the library's mission.

Enforcement of these rules will be conducted in a fair and reasonable manner. Library staff and/or City of Lompoc Police Officers will intervene to stop prohibited activities and behaviors. Failure to comply with the library's established rules, regulations, and policies could result in removal from the premises and exclusion from the library for a period of one day to one year, or in arrest or prosecution. Individual patrons have the right to request an administrative review of exclusion orders.

The following actions are examples of conduct NOT allowed on library property:

1. Engaging in any activity in violation of federal, state, or local or other applicable law, or library policy, including but not limited to:
  - Carrying firearms and dangerous weapons of any type (except by law enforcement officers)
  - Being under the influence of alcohol/illegal drugs, or selling, using, or possessing alcohol/illegal drugs inside the library or outside on library grounds
  - Stealing, damaging, altering, or inappropriate use of library property in library facilities or on library grounds, including computer hardware and software, printers, copiers, and other equipment, and books or other library material
2. Engaging in disruptive behavior that disturbs others or interferes with library operations and services including but not limited to:
  - Creating disruptive noises such as loud talking, screaming, or banging on computer keyboards
  - Using cell phones, pagers, and other communication devices in a manner that disturbs others
  - Using audible devices without headphones or with headphones set at a volume that disturbs others
  - Using the library with offensive body odor and/or lack of personal hygiene
  - Fighting or challenging to fight, running, pushing, or shoving
3. Verbally or physically threatening or harassing other library patrons, volunteers, or staff, including but not limited to:
  - Stalking, staring, lurking, invading personal space
  - Offensive touching and obscene acts such as sex acts and indecent exposure
  - Use of obscene or abusive, sexually-oriented or racially-charged language
4. Failing to observe Internet and computer use guidelines
5. Leaving unattended persons in the library who see or need personal assistance for other than library services and where staff has a reasonable basis to be concerned for the safety of the unattended person. Examples may include:
  - Persons less than 9 years of age (see Unattended Child Policy)
  - Persons needing supervision because of physical or mental conditions
6. Soliciting money or donations
7. Using restrooms for bathing, shaving, or doing laundry
8. Smoking within enclosed patios or within 20 feet of library entrances/exits or operable windows
9. Using the library barefoot or without a shirt
10. Eating or drinking (except from containers with protective lids), except for approved library events
11. Bringing in personal belongings that measure more than 14"x17"x20"
12. Leaving packages, backpacks, luggage, or any personal items unattended; the library is not responsible for personal property

13. Using wheeled devices in the library (except for motorized ADA assistive devices, wheelchairs, walkers, and strollers); skating, skateboarding, bicycling, or riding scooters on library property; skates, skateboards and collapsible scooters must be carried and may not be ridden on Library grounds
14. Leaving bicycles in any place other than a bicycle rack
15. Lying down or sleeping in the library or sleeping on library grounds; having feet on furniture; or blocking aisles, exits, or entrances
16. Vandalizing or littering library grounds
17. Media or commercial photographing without prior permission from library staff
18. Bringing animals, other than service animals, inside the library or within 20 feet of any door (except for authorized library activities)

Any individual or group wishing to use library grounds to gather signatures or for similar purposes may request permission from library staff. Such activities must be outside the facility and at least 20 feet from the entrance to the building.

Any patrons displaying these behaviors will be addressed in the following manner:

- FIRST VIOLATION: Initial warning, given copy of Library Rules of Conduct.
- SECOND VIOLATION: Library privileges suspended for one day.
- THIRD VIOLATION: Library privileges suspended for seven days.
- FOURTH VIOLATION: Library privileges suspended for one month.
- FIFTH VIOLATION: Library privileges suspended for one year

EXCEPTION: Notwithstanding the progressive action described above, if a patron cannot or does not cease the behavior immediately upon direction from Library staff, the Library staff shall direct the patron to leave the Library immediately and not to return to the Library until the behavior ceases.

Approved by the Library Board of Trustees 4/14/98. Revised 10/11/11; 8/10/12; 9/10/13; 02/10/15; 4/14/15

#### **UNATTENDED CHILDREN**

In order to provide for the general welfare of all persons using the library and in order to provide for the general safety of children using the library:

1. All children age 8 or younger shall be attended and adequately supervised by a responsible person (e.g., a parent or other responsible caregiver age 12 or older).
2. Children ages 3 through 8 attending a library program must be brought into the building by a parent or other responsible caregiver who must remain in the building until the conclusion of the program when they again resume supervision of their charge.
3. Children 9-17 years old may use the Library unattended for an amount of time appropriate to their age and maturity.
4. Parents are responsible for children's behavior in the library whether or not a parent is present.
5. It is not the function of the librarian to deal with disruptive children. Children using inappropriate behavior will be informed of the rules. If inappropriate behavior continues, the child shall be asked to leave for the day after one warning.
6. The library assumes no responsibility for children left unattended on the premises. Procedures to be taken when unaccompanied children are still in the library at closing time are covered in the Library Use section of the Procedures Manual.

Adopted by Library Board of Trustees, April 14, 1998; Revised: February 8, 2011; Revised February 12, 2013; Revised April 14, 2015

#### **9. Library Director's December report and updates**

In addition to the written report, the following information was communicated.

- The Notice to Proceed for the Library's Electrical Improvement Project will be issued tomorrow and the contractor has 45 days to complete.

- Trustee Marks was thanked for accepting the National Library Week proclamation at the April 7 City Council meeting.
- There were no bids for the Buellton Library circ desk and so the work will be provided by the vendor - Demco
- Judith Dale was thanked for representing the Library Director during the March 18, 2015 Library Advisory Committee.

#### **10. Roundtable**

Trustee Ruhge inquired about the projects funded by Library Reserves. The Library Director advised that some of the projects will need to go out bid as part of the budget process and that the reserves will be encumbered for this purpose.

Trustee Marks commended staff for supporting Ms. Cadiente during her post surgery recuperation. He also commented on the condition of the exterior grounds where he recently found medical dressings and trash bags, and asked if the assigned department could be more vigilant of addressing the safety and aesthetics of the grounds, to include occasionally bringing in a street sweeper to clean the parking lot. Trustee Ruhge added that leading up to the north entrance looks especially bad with weeds and two half dead trees and gives a bad impression of this popular City facility.

Trustee White thanked staff for providing updated reporting.

Trustee Baumann praised the Library Director on the commendable work involved in moving the Library System from where it was forward.

#### **11. Adjournment**

The meeting was adjourned by Trustee Ruhge at 11:44 AM. The next Regular meeting will be held on Tuesday, May 12, 2015 at 10:00 AM at the Lompoc Public Library.

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**Barry Marks, Secretary**

by Lee Edie, Library Administrative Aide