

**Lompoc Library Board of Trustees  
Lompoc Public Library Grossman Gallery  
501 E. North Ave., Lompoc, CA 93436  
Tuesday, May 12, 2015, 10:00 AM  
Regular Meeting Minutes**

**1. Call to Order**

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

Trustees Present: Luella Knowles, Barry Marks, Ann Ruhge

Trustees Absent: Dan Baumann, Linual White

Staff Present: Jessica Cadiente, Library Director; Lee Edie, Library Administrative Aide; Patrick Wiemiller, City Administrator; Teresa Gallavan, Asst. City Administrator

**2. Adoption of Agenda**

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

**3. Consent Calendar**

MOTION: It was moved, seconded (Marks/Knowles), 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 their April book sale was very successful and plans continue for the June 28 Lompoc Civic Theater benefit performance at 2 PM.

**B. Library District Libraries Foundation**

No report was submitted. Judith Dale reported that she attended the Endowment Committee meeting and they are recommending to their Board a 5% payout from the endowment funds.

**7. Correspondence**

None.

**8. Business**

**A. Update on Library's Transition to City Department Status**

City Administrator Patrick Wiemiller provided reassurance that the process is continuing in a positive direction to incorporate the Library as a complete City Department. During the process many challenges are being faced and worked through including personnel rules and classifications, facility and computer maintenance, and a new budget approach for all departments. When asked if Trustees would need to apply for a position on the proposed Library Commission, Mr. Wiemiller indicated that the details related to dissolving the Library Board of Trustees and instituting a Library Commission had yet to be addressed but hoped Trustees would want to continue their role and indicated that they would need to complete an application.

**B. Update on Charlotte Web Funding**

City Administrator Patrick Wiemiller provided information related to the decision of a modification to the Charlotte's Web MOU which would earmark/reserve \$250,000 in city funds and free up the same amount currently set aside in Community Development Block Grant funds. As expressed by Teresa Gallavan, Assistant City Administrator, historically CDBG funds were originally allocated when the project was bricks and mortar and the General Fund dollars have more flexibility. Library Trustees supported the amendment.

**C. Approve New Operating Hours for the Village Library and Amend Start Date for New Hours**

Library Director Jessica Cadiente provided survey results and data statistics related to the recommended change in hours for the Village Library. She added that routes will be arranged for the Charlotte's Web Mobile Library to encompass the Village Library and school sites to augment Village Library programs. As evening programs are developed special hours would be planned.

MOTION: It was moved, seconded (Marks/Knowles) and unanimously carried to approve the change to new operating hours at the Village Library as presented on Page 6 of the staff report to be effective June 13, 2015. The new hours will be Tuesday and Wednesday, 11AM-6PM; Thursday and Friday, 12-6PM; Saturday, 1-5PM; closed Sunday and Monday.

**D. Update on the Transfer of Buellton Library to Zone 1**

The Library Director conveyed the recent action of the Library Advisory Committee meeting on April 29, 2015 which supported the transfer of the Buellton Library to Zone 1. Since that date, the Solvang City Council conditionally supported it and has asked for more firm budget costs. Library Directors for both zones have discussed a complimentary service plan to offer the best service for the people of both communities and surrounding areas. This item will be discussed at the Buellton City Council meeting on May 14, 2015 and the Santa Barbara Board of Supervisors meeting on June 2, 2015.

Judith Dale suggested that a letter from the Lompoc and Santa Barbara City Council's to the Board of Supervisors would be helpful.

Trustees thanked Ms. Cadiente and Irene Macias, Santa Barbara Library Director for the countless hours spent on this opportunity.

**E. Update on the Literacy Program**

The Library Director presented the information requested by Trustees at their last meeting and elaborated with answers to questions asked during the meeting. She did refer to the uniqueness of this one-on-one tutoring program versus others available in the community but that the current costs are very high. She suggested this item be discussed again at a future meeting.

Trustee Marks expressed that there seems to be a lot of waste with a 32% administrative cost based on his experience serving on large non-profit boards. He relayed another concern with information offered by program participants that indicated information about outreach conducted for tutors is provided but no input of outreach to beneficiaries of the program. He would like to see details of the outreach provided.

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

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

- The Park Maintenance department has made some effort to improve the appearance of the Library's exterior and they are working on a master plan for scheduled maintenance versus on-demand requests.
- The County is looking at a raise to the allocation to libraries and considering categorizing libraries by size re: small, medium, large. Fundraising revenue in support of the Village Library now totals \$17,036. The Support the Village Library group has disbanded.
- A Lunch-at-the-Library program coordinated with and sponsored by LUSD will be held Monday-Friday.
- All Library Board of Trustees meeting reports are now available online via the City of Lompoc website
- The Black Gold Administrative Council meeting will be held on June 5 and the State librarian may be attending

## **10. Roundtable**

Trustee Marks thanked staff for their professionalism and the energy expended and during the electrical work transition period. He commented on the exterior maintenance and the need to keep everything at a decent level. He also reported that two of last three times he has visited the Library, the dog poop bag dispenser has been empty.

Trustee Knowles reflected that once the decision regarding the Buellton Library is made, that the board position held by Buellton City Councilman Dan Baumann may need to be filled.

## **11. Adjournment**

The meeting was adjourned by Trustee Ruhge at 11:43 AM. The next Regular meeting will be held on Tuesday, June 9, 2015 at 10:00 AM at the Lompoc Public Library.

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**Barry Marks, Secretary**

by Lee Edie, Library Administrative Aide