

**Lompoc Library Commission
Lompoc Public Library Grossman Gallery
501 E. North Ave., Lompoc, CA 93436
Tuesday, September 8, 2015, 10:00 AM
Regular Meeting Minutes**

1. Call to Order

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

Commissioners Present: Luella Knowles, Barry Marks, Ann Ruhge

Commissioners Absent: Linual White

Staff Present: Molly Gerald, Interim Library Director; Lee Edie, Library Administrative Aide;
Mayor Bob Lingl; Patrick Wiemiller, City Manager

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 (Ruhge/Knowles), and unanimously carried to approve the Consent Calendar as presented.

4. Presentations

Introduction of new Youth Services Librarian, Xochitl Rocha

Presentation of Certificates of Appreciation to staff members Michelle Davenport, Sara Doehring, Sierra Gasch, Jessica Jackson, Dominic Keen, Maria Parker, and Rosie Razo for their work in making the Summer Reading Program very successful; and to Sara Doehring for her leadership of the Lompoc Public Library System staff operations over the past seven months to sustain a high quality of service during a challenging time.

5. Public Comment

Judith Dale shared that the opening and dedication of Los Alamos Library will be on Saturday, September 12, 2015 at 10:00 AM.

Mayor Bob Lingl welcomed the Library as a long, overdue full city department and thanked the City Manager for leading the charge.

6. Library Support Activities

A. Friends of the Lompoc Public Library System

Cathy Rudolph, President of the Friends of the Library, reported that the next book sale will be held October 15-17; in November the Lompoc Civic Theatre will be providing a benefit play, and

donations collected on behalf of the Buellton Library are being forwarded to their nonprofit foundation.

B. Library District Libraries Foundation

No report provided.

Staff advised that the next Foundation board meeting will be held September 10, 2015 at the Lompoc Library.

Regarding the summer concerts on the library lawn, Barry Marks reported that he assisted with the serving of wine during the second concert and it went very well. He felt that more publicity for the concert series would have been effective.

7. Correspondence

None.

8. Business

A. Consideration of vehicle storage options for the Charlotte's Web Mobile Children's Library

Interim Library Director Molly Gerald in her written report provided the status to date regarding storage options and associated costs for the bookmobile. City Manager Patrick Wiemiller expressed that the library grounds would be the optimal location and staff are proceeding with the permit process while still considering other options as listed in the Library Director's report. The item will be before the Planning Commission on September 9, 2015.

Commissioner Marks expressed concern with storage of the bookmobile at the Water Treatment Plant and the levels of particulate matter. Staff will consult with the Water Department Superintendent regarding any impact on the bookmobile surface.

The City Manager excused himself from the meeting due to a prior obligation.

B. Consideration of approval of policies/procedures specific to children in the foster care system

Interim Library Director Molly Gerald reported that Library Directors have met with County Social Services staff to discuss the benefits to foster children in having access to library materials. She further reported that the Santa Maria Library has a vetted program with Social Services and the Santa Barbara Library has recently adopted the policy. Ms. Gerald recommended approval of the policies in the staff report with the understanding that they will be reviewed after one year to assess the impacts on the library.

MOTION: It was moved, seconded (Marks/Knowles), and unanimously carried to approve staff recommendation with the understanding that the policy will be reviewed after one year.

1. No late fees accrue.
2. Accounts are not sent to collections agency.
3. No fee for card replacement.
4. Lost items are submitted to County Social Services for payment when a \$100 fee threshold is reached on a foster child's card.

C. Consideration of approval of revisions to the Grossman Gallery Display Policy and Rules for Artist

Interim Library Director Molly Gerald reported on the revisions to the Grossman Gallery Display Policy and the Art Exhibit Rules as discussed and recommended by the Library Art Advisory Committee.

MOTION: It was moved, seconded (Marks/Knowles), and unanimously carried to approve the changes as recommended to Grossman Gallery Display Policy and the Art Exhibit Rules.

ART ADVISORY COMMITTEE

The Lompoc Library Art Advisory Committee has been formed for the purpose of arranging and scheduling all art exhibits in the Grossman Gallery, and to make recommendations to the Library Board of Trustees regarding gifts offered to the Library and on other acquisitions of art work.

The Committee is made up of five members appointed by the Library Board in January for terms of three years. There is no limit to the number of terms a member may serve.

When openings occur on the Art Advisory Committee, the Committee will recommend to the Library Board one or more names for consideration to fill the vacancy.

The Committee will meet at least twice a year, in February and September, to review materials for display. During the February meeting, the Committee will elect one of its members to act as Chairperson during the year.

The Library Director will participate on the Committee as an ex officio member, and will act as Secretary to the Committee.

GROSSMAN GALLERY DISPLAY POLICY

The Art Advisory Committee is charged with arranging for the display of high quality local art in the Grossman Gallery. The Committee is responsible for the review, selection and scheduling of all displays, and for determining the appropriateness of the quality and content of all works. During the month of March each year, the Gallery hosts the display of art by students of the Lompoc Unified School District, curated by District art teachers.

The following policies will guide the committee in discharging their duties.

1. The Grossman Gallery is for the display of professional quality artwork.
2. All work must be original, with the exception that up to 25% of any artist's work may include limited edition fine art prints. Artists must be a minimum age 18 years; possible exceptions would be at the Art Advisory Committee's discretion. An artist is expected to mount an appropriate show using the full space of the room, but must curate in a manner that avoids an overcrowded look or an imbalance of works. If more than one artist is presenting during one showing, all artists are expected to have their work approved by the Committee.
3. No show may interfere with the normal use of the gallery for other programs except with specific permission of the Library Director.
4. No artist may display more frequently than once every two years, with the exception of group shows. Normal exhibit time will be one - two months.
5. All artists must abide by the Art Exhibit Rules, which are reviewed regularly by the Art Advisory Committee.

LOMPOC PUBLIC LIBRARY SYSTEM Art Exhibit Rules

1. All artwork must be original or include no more than 25% limited edition fine art prints. All artwork must be in the style and medium approved by the Library's Art Advisory Committee. If more than one artist is presenting during one exhibit, all artists are expected to have their work approved by

the Committee. If exhibitor wishes to display a copy of another artist's work, visible credit must be given to the original artist.

2. The number of pieces, depending on size, Shall use the full space of the room, and must be curated in a manner that avoids an overcrowded look or an imbalance of works.
3. A list of the artwork and value of each piece is required at the time the exhibit is installed. The Library provides insurance coverage up to \$5,000 with a \$250 deductible. If you are mounting works of high value, you may secure them to the Gallery walls.
4. The normal exhibit time shall be one – two months. Each artist accepts total responsibility for hanging his/her display and for removing it on time. When ready to hang/display/remove exhibit, artists must schedule dates and hours with the Library Administrative Aide to avoid schedule conflicts.
5. Each artist is also expected to exhibit a selection of their artwork in the condensed 15' space at the Village Library. This exhibit will follow the show in the Lompoc Library's Grossman Gallery.
6. Each artist shall maintain a continuity in the presentation of their artwork. If the artwork are unframed, the edge of each must be a continuation of the artwork, i.e., on a wraparound canvas. A standard stretched canvas with stapled or tacked edges cannot be shown unframed.
7. Each artist will be required to pay to the Lompoc Public Library the amount of 15% of the money generated from exhibited art sales; this also applies to auxiliary sale items available during receptions, such as note cards. Each ARTIST is responsible for all taxes and fees associated with the sale of their artwork.
8. Only standard and removable nails, staples, and hangers can be used. During the months of January, April, July and October, when the Friends of the Library have their quarterly book sale, individual pieces should be hung so that the bottom edge is at least 45" above the floor.
9. The Library reserves the right to remove any and all works which may be found objectionable.
10. A separate price list may be posted including the name and address of the artist. Individual artwork may include a label that lists a price.
11. The scheduling of exhibits that require floor space will be handled on an individual basis and coordinated with the scheduling of the Grossman Gallery for Library related events.
12. Artists must be a minimum age of 18 years; possible exceptions would be at the Art Advisory Committee's discretion.

Exception to the above rules may be granted by the Art Advisory Committee and the Library Director.

D. Consideration of revisions to the Village Library budget

The increase in funding from the County of Santa Barbara raised the Village revenue for 2015-16 by about \$9,113. In July-August, Interim Library Director Molly Gerald served on a County Library Advisory sub-committee that reviewed the way library administrations in Zones 1-3 charge branch libraries for services. She learned that the administrative libraries in Zones 1 and 2 pay the full cost of the annual base fee required of each jurisdiction within the Black Gold Cooperative Library System. This membership base fee, now in its second year, is \$19,200 per jurisdiction in FY 2015-16. The Village Library expenditures would be \$6,424 (\$6,396) lower if the Lompoc Library covered the full base fee cost for Zone 2. This would be a significant savings for the Village Library and would also better align Zone 2 administration with Zones 1 and 3.

Judith Dale, as a member of the County's Library Advisory Committee, expressed that she agreed with this shift of this Black Gold cost to the main library as a responsibility to support the branch library.

MOTION: It was moved, seconded (Ruhge/Knowles), and passed on a 2-1 vote; Marks against, to approve the staff recommendation to remove the \$6,424 share of the Black Gold costs from the Village Library budget. Commissioner Marks stated that he is concerned with year two of the budget and didn't feel he could support the motion unless it excluded FY16/17.

9. Library Director's July/August report and updates

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

- Williams Trust: another hearing set for Oct. 14, 2015. Amount likely to be paid to the Library would be about \$60,000. Direction in the trust is that the funds be used for "supplemental reading for kindergartener and first graders Reading Assistance" (Trust Document)
- Library has coordinated with Lucy Harrington, Santa Barbara County Veterans' Stand-down, to assist their cause and agreed that the Lompoc and Village Libraries will be collection sites through October 15 for new towels, blankets and sweatshirts. These will be distributed to veterans at an event in Santa Maria on October 17th.
- A sketch of the Charlotte's Web Children's mobile library exterior design was shared.
- Working on literacy program re how to ensure a high quality/cost efficient program. Central Coast Literacy Council (CCLC) has hired a new coordinator. The Interim Library Director will prepare a report based on input from tutors; Santa Barbara Literacy Coordinator; Santa Maria Library Director; Laura Davidson, CCLC Director; and Carla Lehn, State Library Literacy staff. State funding comes in two increments. The base funding this year is \$18,000. The second application is due September 15th, and it will be prepared by CCLC from their data.

10. Roundtable

Commissioner Marks expressed gratitude to all staff. He inquired if the parking lot could be cleaned; better maintained - less vandalism.

Commissioner Ruhge will provide a brochure from Good Samaritan with information for staff on assistance services. She expressed concern with the north entrance landscape and asked for removal of the dead Ceanothus plants and other weeds.

11. Adjournment

The meeting was adjourned by Trustee Ruhge at 12:08 AM. The next Regular meeting will be held on Tuesday, October 13, 2015 at 10:00 AM at the Lompoc Public Library.

Barry Marks, Secretary

by Lee Edie, Library Administrative Aide