

Lompoc Library Board of Trustees
Lompoc Library, 501 E. North Ave., Lompoc, CA
Tuesday, June 8, 2010
Regular Meeting Minutes

1. Call to Order

President Clark called the meeting of the Lompoc Library Board of Trustees to order at 6:00 PM.

Trustees Present: Allan Clark, Lu Knowles, Wickie Rodenhi, Holly Sierra

Trustees Absent: Diane Lawrence (excused)

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

2. Adoption of Agenda

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

3. Consent Calendar

MOTION: It was moved, seconded (Knowles/Sierra), and unanimously carried to approve the Consent Calendar with a revision to the minutes of 5/11/10 under Item 3, last sentence, to read: Trustee Rodenhi asked that when funds from reserve accounts are put into the budget they should be put in the "contributions from reserve" line provided under revenue.

4. Presentations

None.

5. Public Opinion

None.

6. Library Support Activities

A. Friends of the Library

The Friends President, Nina Taylor, was unable to attend. She provided a written update which was reported by the Library Director. The next book sale will be held June 22-24. The Dick DeWees Early Learning Center dedication on May 25 was well attended. Twenty-nine mural coverlets have been sold since the recent publicity in the *Lompoc Record*.

B. Library Foundation

Foundation President, Karen Orsua, reported that the "Lunch with a Bunch of Authors" has been postponed until the fall. Presentation of the budget for 2010-11 will be made at the next Foundation meeting on June 10. Plans for the August Jazz concerts are progressing.

7. Correspondence

The Library Director distributed copies of the California State Library's Certification of Population Figures for Use in 2010-11 Public Library Fund (PLF) Allocations, noting that the Lompoc (Santa Barbara County Zone 2) system population has increased by 385 in the past year. She advised that the State Library's source for the population is the California Department of Finance, as noted in the cover letter that accompanied the certification of population figures.

A memorandum from the City's Public Works Director, Larry Bean, advised that City Engineering received statements of qualifications from three firms to provide professional services for the design of a retrofit for the heating and ventilation system at the Lompoc Library. The Engineering Division will negotiate an agreement with the first ranked consultant and a period of design work will follow. Staff will continue to report the project's progress.

8. Old Business

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

As noted in the staff report, the Library Director reported information received from the City's Community Development Block Grant Program Manager, Dina Lockhart, related to obtaining a Section 208 loan for construction of Charlotte's Web. The Library Director also advised that the Library Foundation has been invited to submit an application to the Roy and Ida Eagle Foundation. She will work with the Charlotte's Web grant committee to prepare this application as well as an application to the Wood-Claeysens Foundation. Trustee Rodenhi offered to retrieve and provide the 990 form information for the Roy and Ida Eagle Foundation.

B. Consideration of the joint meeting with City Council on July 20

The Library Director provided an outline for the presentation to City Council at the 7/20/10 joint meeting and will provide more detailed information in the coming weeks. Trustees agreed that it would be best to be seated at the table in Council chambers in order of their presentations. 1) Accomplishments-Trustee Rodenhi, 2) Services-Trustee Lawrence, 3) Budget-Trustee Clark, 4) Critical Needs-Trustee Knowles, 5) Donations/support groups-Trustee Sierra, 6) Concerns/goals-Library Director, 7) Charlotte's Web-Library Director.

As the Board reviewed the sections of the outline, Trustee Rodenhi suggested that there might be funding sources available for a full size elevator that would be ADA compliant, rather than the dumb waiter replacement listed under critical needs. Staff will research this option. Staff noted, however, that the space required for a full size elevator installation might be problematic.

C. Review of the 2009-2011 Literacy Program Budget.

The written report was accepted as presented.

D. Review of the 2009-2010 budgets for Lompoc, Buellton, and Village libraries.

The written report was accepted as presented.

E. Consideration of the 2010-2011 budgets for Lompoc, Buellton, and Village Libraries

The written report was accepted as presented. Discussion covered implemented cost savings, including cancellation of the contract with NetLibrary for online audiobooks. The Library Director explained that most database contracts are negotiated through the Black Gold consortium upon vote of the Black Gold Council. She pointed out that revenue for all three libraries (line 48227 on budget spreadsheets) showed a large increase due to cancellation of the Friends' sponsored lease program in late 2009. Funds for popular fiction and nonfiction are now distributed directly to each library's fund to purchase new materials. A fund distribution schedule is now in place to ensure a steady purchase of popular titles at a lower cost than the lease program option. Library collection development staff will expend any balance in the 48227 line in the 2010-2011 fiscal year, and this balance will be carried over as revenue.

No increase is projected in the Black Gold contribution for 2010-2011, even with the transaction based reimbursement (TBR) decrease in 2009-2010 and the loss of Ventura County as a Black Gold member. The Library Director pointed out the lower than budgeted contribution to Black Gold in the current year (expenditure line 53460). This savings of approximately \$11,750 will not be realized in the coming year, but the budgeted amount of \$52,000 for the Black Gold contribution should be adequate as approved by the Board. Trustee Rodenhi suggested that the Library Foundation be contacted as a resource for funding the movie licensing contract cost in 2010-2011; the Library Director will follow up with the Foundation Board.

The Library Director advised that the City Administrator has asked department heads to report on the 2009-10 budget year accomplishments, unmet needs, and what can be cut in the year ahead for further savings.

Trustee Rodenhi recommended that the Board of Trustees schedule a budget workshop to consider further refinement to the budget spreadsheets. The Library Director asked if all trustees were interested in participating in such a meeting. After discussion Trustees agreed to form a subcommittee to work with staff on budget review and report back during a regular meeting; Trustees Clark and Rodenhi volunteered to serve on this committee.

9. New Business

A. Consideration of a new format for staff presentation of financial information to the Board of Trustees.

Trustee Clark provided a sample of a less detailed format for staff to use to provide budget information to Trustees at monthly meetings. He is also interested in establishing a plan for designating uses for reserves. The presentation was met with positive reactions; no action was taken.

10. Other Business

A. Library Update

The Library Director made one correction to the May Staff Report, explaining that the new computer reservation system, PC Reservation, is only available inside the Lompoc Library.

The Library Director provided updates on two recent donations. Information regarding conversations with a donor who is considering a memorial donation of \$10,000 to the Lompoc Library was shared. Staff is putting together suggestions for purchases in the Children's Department that align with the donor's interests. A check to the Library Foundation in the amount of \$5,000 from the Lompoc Rotary Club was given to the Library Director, who has forwarded it to the Library Foundation. Trustee Rodenhi suggested that a donor recognition policy for Charlotte's Web needs to be established and added to the Gifts Policy.

B. Director's Activities and Update

No further information was provided.

C. Roundtable

Trustee Rodenhi asked about the status of the building permit extension for Charlotte's Web, after viewing a list of city projects prepared by the Planning Department; the Library Director assured Trustees that the extension was in effect, but will check with City staff on updates needed for pertinent Planning Department documents. Trustee Rodenhi would like to see a spot for the Library on the front page of the City website. She inquired about the new policy of restricting unauthorized personnel in City facilities and asked how staff plans to handle access for Foundation Board members that use a Library staff area mailbox. Trustee Knowles suggested a visitor's badge, but with the library layout in relation to various staff work areas and the infrequent number of visitors, staff favors posting the current roster of Friends/Foundation officers in staff work areas, and requesting that anyone entering the staff area announce the nature of their business.

11. Adjournment

The meeting was adjourned at 7:55 PM. The next scheduled meeting will be held on Tuesday, July 13, 2010, 6:00 PM at the Lompoc Public Library.

Diane Lawrence, Secretary
by Lee Edie