

Lompoc Library Board of Trustees
Lompoc Library, 501 E. North Ave., Lompoc, CA
Tuesday, May 11, 2010
Regular Meeting Minutes

1. Call to Order

President Clark called the meeting of the Lompoc Library Board of Trustees to order at 6:01 PM.

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

Trustees Absent: None

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

City Staff: Brad Wilkie, Management Services Director/Finance Director/City Treasurer

2. Adoption of Agenda

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

3. Consent Calendar

MOTION: It was moved, seconded (Sierra/Knowles), and unanimously carried to approve the minutes with corrections to the Minutes of April 13, 2010 as follows: Item 6A, third sentence, Fred Friedman's name was added as the event speaker; and Item 8C, last paragraph, the first sentence was amended to read: Trustee Rodenhi asked that when funds from reserve accounts are put into the budget they should be put in the line provided under revenue.

Approval of the April 2010 invoices was tabled to the June meeting and staff was asked to verify accuracy of totals.

4. Presentations

Marell Brooks, Grow the Village Library campaign chair, reported that the goal of \$7,000 has been met. She further stated that the Village Library has grown as a community asset and now offers a monthly speaker series and poetry reading group, as well as a successful homebound materials delivery service.

5. Public Opinion

None.

6. Library Support Activities

A. Friends of the Library

Friends President, Nina Taylor, reported that the budget for the fiscal year ending April 30 was finalized at their last board meeting. They will be sponsoring the Summer Reading Program for all library branches. On May 25 at 3 PM the Friends Board will host the dedication of the Dick DeWees Early Learning Center. A Bunco joint fundraiser with the Literacy Department is in the planning stages.

B. Library Foundation

Foundation President, Karen Orsua, reported that \$5,550 will be dispersed from interest earned on the Book Endowment Funds to purchase books for all three libraries during the current fiscal year:

\$480 LB, \$1,440 LM, \$1980 LV, along with \$1,650 for children's books and materials.

Foundation Board meetings are now held at the Veterans Memorial Building conference room on the second Tuesday of each month at 5pm. Karen plans to attend the Nonprofit Support Center Board Development seminar on May 18. A fundraiser "Lunch with a Bunch of Authors" featuring mystery writers affiliated with the *Sisters in Crime* organization will be held on June 19, 11AM-2PM. Seating is limited to 64 and tickets cost \$50. The Foundation will sponsor three

Jazz at the Library concerts on the Lompoc Library lawn in August. Two children's jazz concerts featuring Rocknoceros, a band that has entertained at libraries and other venues nationwide, will be presented on Saturday, August 21st at the Boys and Girls Club.

7. Correspondence

None.

8. Old Business

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

The Library Director reported that a quote for a modular building option was received from a Stockton firm in the amount of \$1,387,770. This is not a lower cost option compared to the estimate from Ravatt, Albrecht, & Associates. On 4/21/10 a request for a plan check extension to December 2010 was filed with the City Building Department. The Library Director has been asked to meet with Management Services Director Brad Wilkie prior to a meeting at which the Memorandum of Understanding (MOU) for Charlotte's Web will be reviewed by parties to the MOU. The Library Director has provided information to the Roy and Ida Eagle Foundation by email related to possible project funding. She has also met with Lynn Holley, a consultant who is interested in assisting with board development and fundraising for the project.

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

The Library Director advised that she will be on vacation through May 25 and will provide needed information to Trustees when she returns.

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

A spreadsheet with revisions requested at the last meeting was provided. The Library Director provided three options for the program 1) decrease the Literacy Coordinator position from full time to part-time with prorated benefits; 2) support the program by using Lompoc Library reserve funds of \$20,901.54; 3) continue the current cost allocation and bring the Literacy Coordinator into the Lompoc Library budget.

The Library Director advised that a recent Community Development Block Grant request was denied and to rely on grants, other than the historically stable core funding from the State Library, puts the program at great risk. In the past it has been the Board's decision to continue the Literacy Program outside the Lompoc Library budget. There is not adequate revenue to support a full-time Literacy Coordinator in 2010-11.

Trustees felt it important to address the hours needed to actually run the Literacy program and not augment that budget with funds from the Lompoc Library budget. Trustee Rodenhi was interested in seeing a report that showed the full time salary for the Literacy Coordinator position, the savings through reduction of the program to 75%, and the cost to Fund 85 (Lompoc Library) and Fund 87 (Literacy) of the cost allocation proposed: 30 hours per week, with 2 hours allocated to Lompoc Library as Volunteer Coordinator and 28 hours allocated to the Literacy Program. City Management Services Director Brad Wilkie answered questions and advised that his staff has the ability to provide a different report but that it would involve more manual entries. Trustee Sierra referred to the spreadsheet provided and asked that the date in the revised budget column be removed as a revised budget was never brought to Trustees for approval. The spreadsheet was also missing some totals and staff was asked to provide a corrected version.

MOTION: It was moved, seconded (Lawrence/Sierra), and unanimously carried to approve a program change to the 2010-2011 budget, decreasing the Literacy Program Coordinator position from full-time to part-time with prorated benefits, allocating 28 hours per week in the Literacy Program budget and 2 hours per week in the Lompoc Library budget for the supervision

of the volunteer program, and authorize the Library Director to recommend this program change to the Lompoc City Council.

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

The Library Director reviewed the Expense Budget Update Summary report and Trustee Rodenhi found that the revised budget column did not match the Financial Reports for 2009-11; staff will review and correct as needed.

9. New Business

A. Consideration of the 2010-2011 budgets for Lompoc, Buellton, and Village libraries.

The Library Director reported that the County of Santa Barbara administration is not in favor of a reduction to library funding and Supervisors have all said they favor continuing the funding level approved for 2009-2010. County staff is considering the status of the Buellton and Solvang libraries. The two libraries will remain in Zones 1 and 2 as assigned for the coming year. County staff will seek community input on this issue during the 2010-2011. The agreement for library service will be a one-year contract. The Black Gold Executive Director will write to the State Library staff and ask that the rate for Transaction Based Reimbursements (TBR) be raised.

Trustee Sierra asked why the part-time salary line for the Village Library was much higher in 2010-11 and the Library Director explained that the branch manager position begins at a non-benefitted position up to a certain accumulated hour level and then shifts to a part-time PERS position with part-time benefits.

Before specifics of the budgets could be discussed, trustees agreed to table this item to the next meeting to allow staff time to update and correct spreadsheets.

10. Other Business

A. Library Update

No further information was provided.

B. Director's Activities and Update

No further information was provided.

C. Roundtable

Trustee Rodenhi asked about the TBR report numbers and the Library Director advised that the number in the report represents the number of items and these are applied to a formula that determines the reimbursement.

Trustee Knowles said that the Dick DeWees Early Learning Center is a delight. She asked about the heating system issues at the Lompoc Library and staff advised that the City is consulting with vendors in order to provide a resolution to the situation.

Trustee Lawrence announced that she is retiring from her job at Coast Hills Federal Credit Union. She also stated that she will not be available for the next regular meeting on June 8, 2010.

11. Adjournment

The meeting was adjourned at 8:12 PM. The next scheduled meeting will be held on Tuesday, June 8, 2010, 6:00 PM at the Lompoc Public Library.

Diane Lawrence, Secretary
by Lee Edie