

**Lompoc Library Board of Trustees**  
**Lompoc Library, 501 E. North Ave., Lompoc, CA**  
**Tuesday, March 9, 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, Diane Lawrence, Wickie Rodenhi

Trustees Absent: Holly Sierra

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

**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 (Knowles/Lawrence), and unanimously carried to approve the consent calendar, with a correction to the Minutes of February 9, 2010 as follows: Item 8B was changed from "Review of the 2008-2009 Budget" to "Review of the 2009-2010 Budget."

**4. Presentations**

**A.** A certificate of appreciation to the Lompoc Fire Department was accepted by Chief Linual White. Chief White thanked the Board and stated that the men and women of the Fire Department choose to serve and are pleased to do so; they do not seek recognition, but this certificate will be appreciated.

**B.** Trustee Clark delivered a PowerPoint presentation on Ground Rules for Meetings, with the stated purpose to ensure that each trustee has the same expectations regarding norms and behaviors and how meetings will run.

**5. Public Opinion**

Neil Baker asked what rules of order for meetings are used by the Board. He was informed that the Board of Trustees conducts meetings using Rosenberg's Rules of Order.

**6. Library Support Activities**

**A. Friends of the Library**

Nina Taylor was unable to attend. She provided a written report to the Library Director, who shared the report. The proceeds from the Eagle Scout book sale project were \$1,100. The project dollars were hard earned. The next Friends Board meeting is scheduled April 30; the budget for the fiscal year ending April 30 will be reviewed. The Friends are sponsoring the honorarium for the National Library Week program speaker on April 12, and are also providing refreshments. The Friends will submit a Letter of Inquiry, due April 1, in support of Literacy Program funding for FY 2011-12.

**B. Library Foundation**

No report.

**7. Correspondence**

The notice of the workshop on Public Law and the Brown Act scheduled for March 24, 2010 from 9AM-12PM at the San Luis Obispo Library's meeting room was shared by the Director. Trustee Rodenhi had previously requested access to a recorded web version of the presentation, but City staff advised that this service is not available.

**8. Old Business**

**A. Charlotte’s Web Children’s Library Learning Center**

The Library Director reported that project co-manager Craig Dierling provided good strategies to stay within the contingency amount approved for design development and construction drawing phases of the project. The constructability review by Heery International identified a number of points for review. Rather than require Ravatt, Albrecht, and Associates to respond to the points formally, Mr. Dierling recommended pulling out the substantive findings that definitely need to be reviewed, thus avoiding extra charges to the project. He continues to provide very capable leadership for the project.

The Library Director informed the Board about meetings with former Mayor Joyce Howerton and Councilmember Cecilia Martner, both of whom offered very helpful insight on the project. Ms. Howerton provided grant seeking suggestions; the Library Director has been in contact with the Roy and Ida Eagle Foundation. Ms. Martner advised about what information would be useful to City Council when reporting on the project, including a comparison of what cost savings might be achieved by modular building construction.

Trustee Clark advised that the Charlotte’s Web committee should meet and produce the presentation to update City Council. Trustee Rodenhi noted that this project is approaching the shovel ready mark, and that staff should inquire about using Redevelopment Agency (RDA) funds along with the possibility of a Section 108 Community Development Block Grant (CDBG) loan to cover the \$2 million gap. More information was requested by the April 2010 meeting.

**B. Review of the 2009-2010 Budget.**

The Library Director reviewed the Expense Budget Update Summary with Trustees. Library staff has found discrepancies in the Literacy budget that are being checked with City Finance staff. There is no question that the Literacy Coordinator is tracking the Literacy budget carefully, but the budget needs to be presented in the same spreadsheet format as the budgets for individual libraries. Trustees made specific requests to see accounting of individual fundraisers, salary lines corroborated by City Finance, and the inclusion of a line item comparable to the chargeback. As a point of information, the Library Director reviewed the chargeback, explaining that it is a line item in the branch and main library budgets that reflects a predetermined level of service to the branches by acquisitions, computer, cataloging, and administrative staff at the main library. The Board agreed to consider the Literacy budget at a special meeting scheduled for March 25, 2010.

**9. New Business**

**Consideration of the joint meeting with City Council on July 20**

The format of the joint meeting in past years was reviewed and trustees volunteered to present the information related to the following areas:

|  |                             |
|--|-----------------------------|
| Accomplishments                        | Trustee Rodenhi (tentative) |
| Services                               | Trustee Lawrence            |
| Financial trends and patterns/reserves | Trustee Clark               |
| Donations/contributions/support groups | Trustee Sierra              |
| Critical needs                         | Trustee Knowles             |
| Concerns/goals                         | Library Director            |

Preparation for the joint meeting will continue in the coming months.

## **10. Other Business**

### **A. Library Update**

The Library Director advised the Board that the Library is serving as an assistance center for the 2010 Census. Trustee Rodenhi suggested that a program on the census be offered to Literacy students. She also mentioned that there is a link between the census and people's interest in genealogy research that the Library could use to promote services offered. Trustee Rodenhi also mentioned the possibility of increased volunteer support for Library operations.

### **B. Director's Activities and Update**

No further information was provided.

### **C. Roundtable**

Trustee Lawrence reported on personnel items. Trustee Clark said it would be beneficial to define duties of the officers of the board and to designate roles for all Board members.

## **10. Adjournment**

The meeting was adjourned at 7:49 PM. The next scheduled meeting will be held on Thursday, March 25, 2010, 6:00 PM at the Lompoc Public Library.

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Diane Lawrence, Secretary  
by Molly Gerald