

Vacaville Public Library-Cultural Center
1020 Ulatis Drive
Vacaville, CA 95687

Library Commission Meeting
March 9, 2020
Meeting Room

CALL TO ORDER

Beatryce Clark called the meeting to order at 6:35 p.m.

ROLL CALL AND ESTABLISHMENT OF QUORUM

Members present:

Beatryce Clark
Dave McCallum
Cathy Valdez

Members absent:

Carol Sue Robison

Others present:

Bonnie Katz, Director of Library Services
Malissa Knapp, Branch Manager
John Parker, Supervising Librarian
Cathy Sheldon, Office Assistant

INTRODUCTIONS

None.

APPROVAL OF MINUTES

The minutes of the meeting of January 13, 2020 were unanimously approved on motion of Ms. Valdez and seconded by Mr. McCallum. So ordered by 3-0 vote.

APPROVAL OF AGENDA

The agenda was unanimously approved on motion of Mr. McCallum and seconded by Ms. Valdez. So ordered by 3-0 vote.

COMMENTS FROM THE FLOOR

Items on the agenda

None.

Items not on the agenda

CORRESPONDENCE

None.

LIBRARIANS' REPORTS

Ms. Clark commented how the library has had very good publicity in both the local newspapers, The Reporter and The Daily Republic.

Ms. Valdez said she cuts library program advertisements out of the newspaper that are funded by the Friends of the Library. Ms. Valdez is keeping an archival binder on the activities.

In addition to the Supervising Librarians' reports, Ms. Katz reported on personnel. Ms. Nancy Redfield was promoted to Library Branch Manager for the Fairfield Civic Center Library, Fairfield Cordelia Library and the Suisun City Library. Ms. Redfield was the supervising librarian at Vacaville Cultural Center Library. There is an opening for a supervising librarian position. Due to reassignments and promotions, the library currently has 3 FTE Librarian positions vacant-a children's position at the Springstowne Library, and adult services position at the Fairfield Library and a youth services position at the Dixon Library. The library is currently recruiting for these positions. There are two vacant Library Associate positions, one at JFK and one at Dixon. Mr. McCallum inquired if staff at the Dixon Library were able to keep their jobs. Ms. Katz explained all Dixon Library personnel were offered positions with Solano County if they met the qualifications to fill the position.

Ms. Katz reported the library has postponed the Literacy Celebration and the Amy Tan author event due to the outbreak of Corona Virus. It will be rescheduled at a later date. Ms. Katz reported closely monitoring other library programs with the guidance received from Solano County Public Health about limiting large gatherings of people and/or if school districts in our service area close for a prolonged period of time.

Ms. Katz reported AMH (Automated Material Handling) at Cordelia Library is active. AMH is currently being installed at VTS. This should be completed by May/June. AMH will be installed at VCC after VTS is completed.

Mr. McCallum inquired if there will be a grand opening for Dixon as part of Solano County Library. Ms. Katz stated there are issues to be resolved with Dixon's connectivity to SCL and to Solano County, and library hours need to change to conform with SCL hours. Once these issues are resolved, a soft grand opening will take place.

OLD BUSINESS

- a. Expansion of the Cultural Center Library – the Commission will discuss the expansion to the Cultural Center Library.

Ms. Katz stated the lot line adjustment was recorded today with the Assessor/Recorder's office. A Request for Proposal (RFP) will go out for an architect to move forward with this project. Expanding the VCC will be part of the library's new facility master plan. Ms. Katz said the library will conduct focus groups and will include the community and the Commission. Ms. Katz will keep the Commission informed as the project moves forward.

- b. Update on appointment of new commissioner.

Ms. Knapp reported she only received one application for the vacancy on the Commission. Ms. Knapp advertised in the newspaper, social media groups, radio,

police department, homeless roundtable and non-profit groups. After some discussion, the Commission recommended to extend advertising until March 30, 2020 to see if any other applications are received. If not, Ms. Knapp will extend the application for an additional two weeks, until April 15, 2020. This will give time to interview applicants and make a recommendation to the School Board in June.

NEW BUSINESS

None.

ITEMS OF INTEREST TO THE COMMISSION.


None.

DATE OF NEXT MEETING

The next VLC meeting will be held on Monday, May 11, 2020 at 6:30 p.m. at the Vacaville Cultural Center Library Conference Room.

ADJOURNMENT

Meeting adjourned at 7:00 p.m.



Malissa Knapp, Library Branch Manager