

Minutes of the
Vacaville Library Commission
Zoom Virtual Meeting
June 8, 2020
Meeting Room

CALL TO ORDER

Carol Sue Robison called the meeting to order at 6:35 p.m.

ROLL CALL AND ESTABLISHMENT OF QUORUM

Members present:

Beatryce Clark
Dave McCallum
Carol Sue Robison
Cathy Valdez

Others present:

Bonnie Katz, Director of Library Services
Malissa Knapp, Branch Manager
John Parker, Supervising Librarian
Shelley Dally, Vacaville Unified School District Board Member
Cathy Sheldon, Office Assistant

INTRODUCTIONS

None.

APPROVAL OF MINUTES

The minutes of the meeting of March 9, 2020 were unanimously approved on motion of Ms. Clark and seconded by Ms. Valdez. So ordered by 4-0 vote.

APPROVAL OF AGENDA

The agenda was unanimously approved on motion of Mr. McCallum and seconded by Ms. Clark. So ordered by 4-0 vote.

COMMENTS FROM THE FLOOR

Items on the agenda

None.

Items not on the agenda

CORRESPONDENCE

None.

LIBRARIANS' REPORTS

Ms. Clark thanked the library for eBooks. She stated she's been using the library catalog and eBooks.

In addition to the Supervising Librarians' reports, Ms. Katz included her report to the Solano County Library Advisory Council. Ms. Katz stating the library has been busy with recruitments. Nancy Redfield was promoted to Branch Manager and Mike Perkins, Supervising Librarian from Suisun City Library was reassigned to Vacaville Cultural Center Library. Ms. Katz reported the staff have been busying weeding the collection.

Ms. Katz reported the three large library branches (FCC, JFK and VCC) are opening on Monday, June 15. They will be open Monday-Thursday, 9 a.m. – 6 p.m. and Friday, 9 a.m. – 5 p.m. Customers will have to make an appointment to be in the library. The libraries will regulate the amount of people inside the library. The libraries have sneeze guards at service desks, personal protective equipment and software for staff to be able to stay behind their computer and help public with computers. This will help with practicing social distancing. The library will continue to offer curbside pick-up. Ms. Katz stated the library is operating but differently and is trying to keep the staff and public safe as possible. Ms. Katz stated the library continues to receive guidance from the Solano County Health Officer.

Ms. Katz reported on AMH (Automated Material Handling) installation at VTS. There was a slight glitch with the install and it will probably be 4-6 weeks until it's operable. Ms. Katz reported the library is now working on the plans for VCC. Ms. Valdez inquired with AMH if things will look different and if jobs will be affected. Ms. Katz stated things will not look different for the public only for the staff and no jobs will be affected.

Ms. Knapp reported the library continues to offer digital programming, live programs, virtual book clubs, and cultural programs and take home craft kits for children.

Ms. Valdez inquired about Summer Reading program and if the library will offer a party at the end. Mr. Parker stated maybe the library can do a virtual party at the end of the program but his concern right now is trying to get teens to sign up for summer reading.

Ms. Clark inquired how the appointments will be made for customers to come to the library and Ms. Katz stated the appointments will be made by calling 1-866-ASKUS. Ms. Katz stated advertising of the reopening of the library is on social media, library website and signs are posted.

OLD BUSINESS

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

Ms. Katz stated the library had a meeting with Solano County Capital Projects and talked about RFQ for architectural firms. Ms. Katz will keep the Commission informed as the project moves forward.

- b. Update on appointment of new commissioner.

Ms. Knapp stated advertising for a new commissioner reopened Friday, June 6 and will close June 18. Ms. Knapp stated she has two applicants so far (one received before the closure and another received today). Ms. Knapp said it is advertised on social media and newspapers. Mr. McCallum stated the radio will run a public service announcement too. Ms. Knapp will contact the Commission to set up interviews after June 18.

NEW BUSINESS

- a. FY 2020-2021 budget update – The Commission will hear a budget update and may take action. **ACTION**

Ms. Katz presented the FY 2020-2021 proposed budget. After discussion, Ms. Clark recommended moving \$1 million from contingency to reserves and then recommending approval of the proposed budget; Mr. McCallum seconded. Motion carried. So ordered 4-0 vote.

- b. Election of President – the Commission will elect a President for the fiscal year 2020-2021. **ACTION**

The election of Carol Sue Robison as President to the Vacaville Library Commission was unanimously approved on motion of Ms. Valdez and seconded by Mr. McCallum. So ordered by a 4-0 vote.

- c. Commissioner re-appointments – Commissioners will discuss and may take action on recommending a third term for a three-year re-appointment of Commissioner Beatryce Clark and a third term for a three-year re-appointment of Commissioner Carol Sue Robison. **ACTION**

The reappointment of Beatryce Clark to the Vacaville Library Commission was unanimously approved on motion of Ms. Valdez and seconded by Mr. McCallum. So ordered 4-0 vote.

The reappointment of Carol Sue Robison to the Vacaville Library Commission was unanimously approved on motion of Ms. Valdez and seconded by Mr. McCallum. So ordered 4-0 vote.

ITEMS OF INTEREST TO THE COMMISSION.

None.

DATE OF NEXT MEETING

The next VLC meeting will be held on Monday, September 14, 2020 at 6:30 p.m. at the Vacaville Cultural Center Library Conference Room.

ADJOURNMENT

Meeting adjourned at 7:15 p.m.



Malissa Knapp, Library Branch Manager

SPECIAL MEETING
Vacaville Library Commission
Zoom Virtual Meeting
August 4, 2020

CALL TO ORDER

President Carol Sue Robison called the meeting to order at 11:17 a.m.

ROLL CALL AND ESTABLISHMENT OF QUORUM

Members present:

Beatryce Clark
Dave McCallum
Carol Sue Robison
Cathy Valdez

COMMENTS FROM THE FLOOR

Items on the agenda

None.

NEW BUSINESS

- a. Interviews – the Commission will interview potential candidates for the vacancy on the Vacaville Library Commission

Two interviews were held for potential candidates for the vacancy on the Vacaville Library Commission.

ADJOURNMENT

Ms. Clark moved to recess at 11:55 a.m. and reconvene Thursday, August 6, 2020 at 11:00 a.m. with different Zoom log in, seconded by Ms. Valdez. So ordered by 3-0 vote. Mr. McCallum was not present Tuesday, August 4, 2020.

Meeting adjourned at 11:35 a.m. on August 6, 2020



Malissa Knapp, Library Branch Manager