

Minutes of the
SOLANO COUNTY LIBRARY ADVISORY COUNCIL
Monday, November 21, 2016

1. **CALL TO ORDER:** The meeting was called to order by Chair Overholt at 6:30 p.m.

2. **ROLL CALL AND ESTABLISHMENT OF QUORUM:**

Members Present: Diane Barney, Kathryn Clark Silveira, Bruce DuClair, Gloria Felder, Neil Hall, Ron Heinrich, Kurt Overholt, Dotty Schenk

Members Absent: Teena Miller

Others Present: Bonnie Katz, Director of Library Services, Tamie Tvrdik, Clerical Supervisor

3. **INTRODUCTIONS:** None.

4. **APPROVAL OF MINUTES AS MAILED FOR MEETING OF September 19, 2016:** Mr. DuClair moved to approve the minutes of the September 19, 2016 meeting; seconded by Mr. Heinrich. Motion carried. So ordered by 8-0.

5. **APPROVAL OF AGENDA.** Mr. Heinrich moved to approve the November 21, 2016 agenda; Mr. DuClair seconded. Motion carried. So ordered by 8-0 vote.

6. **PUBLIC COMMENT:** None.

7. **CORRESPONDENCE:** None.

8. **DIRECTOR'S REPORT:** In addition to Ms. Katz's report, she explained that the Library now has three branch managers: Malissa Knapp oversees the Vacaville libraries and Rio Vista, Lani Clarke oversees the Fairfield libraries including Suisun and Cordelia and newly hired Deb Sica oversees the Vallejo libraries. The Library has hired an Administrative Services Manager, Lee Ann Austin and she will start on December 5th. This position oversees the business part of administration including budget. The Library is still in recruitment mode for a part time Library Aide, two Supervising Library Assistants and some extra help positions.

Ms. Katz distributed postcards advertising HOOPLA – the Library's new downloadable streaming free digital media service featuring movies, music, ebooks, comics and more.

Ms. Katz informed the SCLAC that the Library has hired a consultant to research automated materials handling (AMH) a process where the returned materials goes down a conveyor belt and sorts the different types of materials. This system allows the Library to move materials much more quickly through the system, gives customer a receipt at the time they return their items, presorts materials on carts and gets them back on the shelves quicker. The cost was put in the Library's 2016-2017 budget. AMH would be possible for 6 of the 8 branches – Rio Vista and Springtowne branches are too small to have this type of equipment. Along with this project, the Library would like to install RFID – radio frequency ID tags that would speed up the process even

more. This project would not be cost effective if our partners do not agree to it so Ms. Katz will be discussing this at the next SPLASH Director's meeting. The next step would be to go out for an RFP to see which company would work best for the Library. Some advantages of having RFID are easier return and location of materials, and also acts as an inventory control system.

9. OLD BUSINESS:

Strategic Plan Update – the Council will receive an update on the Strategic Plan

Ms. Katz announced that all of the information has been gathered for the new strategic plan and staff are working on the direction that the Library is going to take. She added that the community has responded very well and she thanked the Advisory Council for their input. Ms. Katz reported that she will be taking an agenda item to the Board of Supervisors in late January/early February with the new Strategic Plan. Mr. Fink will be addressing the Advisory Council in January with an update.

Measure L Oversight Committee- the Council will receive an update on the Measure L Oversight Committee.

Ms. Katz took the minutes and report from the Measure L Oversight Committee to the Board of Supervisors meeting and the Board accepted it. However the Library did not have a representative from the City of Suisun this year because the appointed person is no longer able to attend. Therefore, Ms. Katz suggested that she submits an agenda item to the Board of Supervisors to amend the Measure L Oversight Committee to include the names of the representative and their term limits such as they do for the Solano County Library Advisory Council. The Advisory Council agreed.

10. NEW BUSINESS: None.

12. ANNOUNCEMENTS/MEMBER REPORTS:

- a. Ms. Barney announced the Author's Luncheon was really nice. 264 people attended.
- b. Ms. Clark Silveira announced that she coaches family childcare providers and out of her 8 clients only one was using the Library but now 6 of them are.

13. DATE OF NEXT MEETING: Due to the Martin Luther King Holiday on January 16th, the next Advisory Council meeting will be on January 23, 2017.

14. ADJOURNMENT: The meeting adjourned at 7:15 p.m.



BONNIE A. KATZ
Director of Library Services