

Minutes of the
SOLANO COUNTY LIBRARY ADVISORY COUNCIL
Monday, May 21, 2018

1. **CALL TO ORDER:** The meeting was called to order by Chair Barney at 6:30 p.m.
2. **ROLL CALL AND ESTABLISHMENT OF QUORUM:**

Members Present: Diane Barney, Stephanie Cobb, Ron Heinrich, Maria Hernandez, Kurt Overholt, Dotty Schenk, Kathryn Clark Silveira, Gloria Felder, and Cassandra Patton

Members Absent: Neil Hall

Others Present: Bonnie Katz, Director of Library Services, Malissa Knapp, Library Branch Manager, Tamie Tvrdik, Clerical Supervisor
3. **INTRODUCTIONS:** Ms. Katz introduced Maria Hernandez appointed by the City of Vallejo and Malissa Knapp, Library Branch Manager.
4. **APPROVAL OF MINUTES AS MAILED FOR MEETING OF March 19, 2018:** Mr. Heinrich moved to approve the minutes of the March 19, 2018 meeting; seconded by Mr. Overholt. Motion carried. So ordered by 9-0 vote.
5. **APPROVAL OF AGENDA.** Ms. Schenk moved to approve the agenda for May 21, 2018; Ms. Clark Silveira seconded. Motion carried. So ordered by 9-0 vote.
6. **PUBLIC COMMENT:** None.
7. **CORRESPONDENCE:** None.
8. **DIRECTOR'S REPORT:** In addition to Ms. Katz's written Director's report, she reminded the Council that the Library is still in recruitment mode including positions for Librarian, Library Associate, Library Assistant and Departmental Aides.

In response to Ms. Patton's inquiry, Ms. Katz explained that the Library has three Branch Managers overseeing each "cluster": Vacaville cluster includes Vacaville Cultural Center, Vacaville Town Square and Rio Vista libraries; Fairfield cluster includes Fairfield Civic Center, Cordelia and Suisun City libraries; and the Vallejo cluster includes John F. Kennedy and Springstowne libraries.

Ms. Knapp distributed a folder that included the brochure on Summer Reading Challenge which starts on June 1st and the program is the same for all ages although the prizes are different for the age groups. The Library is using a new software program this year that will make it easier for signups.

Ms. Katz informed the Commission that the entire collection at the Solano County libraries has been RFID tagged. The next step is to install the equipment that can actually read the tags and this

installation will begin with the Vacaville Cultural Center Library. This entire project is anticipated to be complete and ready to go in the spring of 2019.

Ms. Knapp announced that the blood pressures machines have been dropped off at the Library. There will be three machines at each branch and they will be re-calibrated and cleaned before being re-circulated. This is a pilot program partnering with Health and Social Services through the State of CA.

Ms. Katz shared that the Board of Supervisors recognized all Solano County volunteers, which included the Library, at their April meeting and she distributed the certificates of appreciation to each Council member and thanked them for their time.

9. OLD BUSINESS:

Budget Update – The Council will hear a budget update.

Ms. Katz explained that due to upcoming projects including RFID, Automated Materials Handling (AMH) project and the need to replace the 20 year old HVAC system at the Fairfield Civic Center Library, the Library will need to move money out of contingency to pay for these projects. There are plenty of funds to pay for these projects and Ms. Katz has budgeted for this.

10. NEW BUSINESS:

- a. Update on Diversity Training 2.0 – Cracking the Codes – Malissa Knapp, Library Branch Manager will give an update on Diversity Training 2.0 – Cracking the Codes.

Ms. Knapp gave an update on the Diversity Training recently offered to staff. Approximately 105 staff participated in the training which is about 80% of regular fulltime staff. Ms. Knapp stated there will be more opportunities to attend this training; she anticipates workshops will be in the fall. Council members will be invited.

- b. Joint use facility of the Suisun City Library and the Suisun Elementary School – Malissa Knap, Library Branch Manager, will discuss the joint use facility of the Suisun City Library and the Suisun Elementary School.

Ms. Knapp reported that during the last several years the community partnership between staff at the Fairfield-Suisun Unified School District (FSUSD) and the staff at the Suisun City Library has been going strong and focuses on literacy and creating a community of readers. Each week 22 classes visit the Suisun City Library and library staff have been doing outreach with the school district and participating in their activities. In January 2018, this community partnership has been working on a plan on how to issue a student library card to every student in FSUSD. Six Fairfield-Suisun schools are on track to be in this pilot program. With the student card there are no fines so the student can check out three items and have access to the Library's ebook collection as well as databases. Their student card numbers will be tied to their student ID numbers. Ms. Katz assured the Council that according to state law all library records are confidential.

11. ANNOUNCEMENTS/MEMBER REPORTS:

- a. Ms. Schenk announced that her book “Fire in the Wine Country” is now available and can be found at Barnes and Noble; a donation is given to the cat rescue foundation with each book bought.
- b. Ms. Katz shared Fentons will donate 25% of their proceeds of each Oreo sundae sold during the month of May.
- c. Ms. Katz announced at the next meeting the Council will hear a presentation on the Literacy program.

12. DATE OF NEXT MEETING: The next Solano County Advisory Council meeting will be Monday, July 16, 2018.

13. ADJOURNMENT: The meeting adjourned at 7:25 p.m.



BONNIE A, KATZ
Director of Library Services