

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

Library Commission Meeting
September 14, 2015
Meeting Room

CALL TO ORDER

President Bruce DuClair called the meeting to order at 6:30 p.m.

ROLL CALL AND ESTABLISHMENT OF QUORUM

Members present:

Beatryce Clark
Bruce DuClair
Janet Matthews
Frank Murphy
Carol Sue Robison

Members absent:

None

Others present:

Bonnie Katz, Director of Library Services
Whit Whitman, VUSD/LDB
Shawn Windham, VUSD/LDB
Paige Frechette, Friends of the Vacaville Libraries
Helen Vinson, Friends of the Vacaville Libraries
Nancy Redfield, Supervising Librarian
Malissa Knapp, Library Branch Manager
Tamie Tvrdik, Clerical Supervisor

INTRODUCTIONS

Nancy Redfield introduced herself. She is the Supervising Librarian of the Vacaville Cultural Center Library.

APPROVAL OF MINUTES

The minutes of June 8, 2015 were unanimously approved on motion of Ms. Clarke and seconded by Mr. Robison. So ordered by 5-0 vote.

APPROVAL OF AGENDA

On motion of Ms. Mathews, seconded by Ms. Clarke, the Commission unanimously approved the agenda of the Vacaville Library Commission. So ordered by 5-0 vote.

COMMENTS FROM THE FLOOR

Items on the agenda

None.

Items not on the agenda

CORRESPONDENCE

None.

LIBRARIANS' REPORTS

In response to Mr. DuClair's inquiry about the circulation number, Ms. Katz informed the Commission that the circulation is down about 16%; however the circulation number is still substantial. She added that libraries are changing the way they do business and people are using the library in different ways. Ms. Katz distributed the Fall Check It Out. She informed the Commission that the annual Solano County Library Foundation Author's Luncheon will be November 1st at Rancho Solano. She also mentioned that the second annual US Citizenship Ceremony will be at the Fairfield Civic Center Library in October. There are 57 residents of Solano County that will be getting their citizenship that day.

Ms. Katz informed the Commission that the Library is in major recruitment/reassignment mode. The Library has filled the Deputy Director, Library Branch Manager, Supervising Librarian, and several Library Aide/Assistant positions. The Library is now recruiting for Librarian and Library Associate positions.

OLD BUSINESS

- a. Revised FY 2015-2016 Budget – the Commission will discuss and may take action on the FY 2015-2016 Revised Budget. **ACTION**

Ms. Katz explained the changes to the revised budget which includes a \$300,000 increase to the fund balance, an increase of approximately \$100,000 to the sales tax projections and the contingency went up approximately \$500,000.

Ms. Mathews moved to recommend the Board approve the revised budget; Ms. Clarke seconded. Motion carried. So ordered by 5-0 vote.

- b. Bookstore – the Commission will hear an update regarding the bookstore.
- c. Expansion of the Cultural Center Library – the Commission will discuss the expansion to the Cultural Center Library

Items b and c were combined. Ms. Katz met with the County Architect and project manager for the county. They currently have plans for the Cultural Center Library and will be meeting with Ms. Katz with a conceptual design which she will bring to the Commission and the Board. The \$5 million in the budget for this project may cover the project without having to go into any debt service. Some of the conceptual ideas are to build one large conference room, several smaller ones, restrooms and possibly turn the current conference room into the bookstore. If the Board approves, the project could get started in this fiscal year.

NEW BUSINESS

None.

ITEMS OF INTEREST TO THE COMMISSION

Ms. Mathews will represent the Commission at the Board meeting on September 17th.

DATE OF NEXT MEETING

The next VLC meeting will be held on Monday, November 9, 2015 at 6:30 p.m. at the Cultural Center Library Conference Room.

ADJOURNMENT

Meeting adjourned at 7:00 p.m.



Malissa Knapp, Library Branch Manager