

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

**Library Commission Meeting**  
January 11, 2016  
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

**Members absent:**

Carol Sue Robison  
Frank Murphy

**Others present:**

Bonnie Katz, Director of Library Services  
Malissa Knapp, Library Branch Manager  
Nancy Redfield, Supervising Librarian  
Tamie Tvrđik, Clerical Supervisor

INTRODUCTIONS

None.

APPROVAL OF MINUTES

The minutes of November 9, 2015 were unanimously approved on motion of Ms. Clark and seconded by Ms. Matthews. So ordered by 3-0 vote.

APPROVAL OF AGENDA

On motion of Ms. Clark, seconded by Ms. Matthews, the Commission unanimously approved the agenda of the Vacaville Library Commission. So ordered by 3-0 vote.

COMMENTS FROM THE FLOOR

**Items on the agenda**

None.

**Items not on the agenda**

CORRESPONDENCE

None.

LIBRARIANS' REPORTS

The librarians' reports were submitted in writing and during the meeting Ms. Knapp and Ms. Redfield went over some highlights of the last few months.

Ms. Katz distributed the 2015 Solano County Annual Report. The Library's Reach Out and Read program is one of the features of the report mentioning that more than 200,000 books have been given out to children since 1999 at doctors' offices.

Ms. Katz also distributed the Winter Check It Outs.

The Library has opened up recruitments for the Supervising Librarian position for VTS and two vacant librarian positions – one at Cultural Center, the other at Fairfield.

#### OLD BUSINESS

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

Ms. Katz explained that since a lot of site work needs to be done, the District may not be able to afford the full 15,000 square feet expansion; however 10,000 square feet may be more doable. The main purpose of the expansion is to obtain a meeting room and 10,000 square feet would be plenty of room for that. However, Ms. Katz announced that she had received an email just prior to the meeting from the City planning division stating they may want to require additional parking. Ms. Katz believes that the parking lot was built to have more parking spaces than the code required at the time the library was built. She will be researching the original documents and further discussing this subject with the City and the County Architect. Ms. Katz will report back on the subject at the next meeting. She will also forward any information via email as she receives it. Ms. Katz also mentioned that she does not want any public involvement yet until there is more information.

#### NEW BUSINESS

None.

#### ITEMS OF INTEREST TO THE COMMISSION

None.

#### DATE OF NEXT MEETING

The next VLC meeting will be held on Monday, March 14, 2016 at 6:30 p.m. at the Cultural Center Library Conference Room.

#### ADJOURNMENT

Meeting adjourned at 7:06 p.m.



Malissa Knapp, Library Branch Manager