

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

**Library Commission Meeting**  
March 14, 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  
Frank Murphy  
Carol Sue Robison

**Members absent:**

**Others present:**

Whit Whitfield, VUSD/VLB  
Bonnie Katz, Director of Library Services  
Malissa Knapp, Library Branch Manager  
Tamie Tvrdik, Clerical Supervisor

INTRODUCTIONS

None.

APPROVAL OF MINUTES

The minutes of January 11, 2016 were unanimously approved on motion of Ms. Clark and seconded by Ms. Matthews. So ordered by 5-0 vote.

APPROVAL OF AGENDA

On motion of Ms. Matthews, seconded by Ms. Clark, 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

The librarians' reports were submitted in writing.

Ms. Katz distributed the Spring 2016 Check It Out! She reminded the Commission that Solano Kids Read is Saturday, May 7<sup>th</sup> at 1:00 p.m. at the Kroc Center located in Suisun. She announced that the Library received a grant from the Solano County Library Foundation and the Solano Community Foundation, which enabled the Library to purchase an AWE station in each library. AWE stations are special computers designed to help pre-schoolers learn math, reading and digital literacy skills.

In conjunction with the County's smoke-free policy, several libraries will be having Kick the Butts classes presented by Health and Social Services.

Interviews were held for Supervising Librarian last week and references are being checked.

The proposed budget was submitted to the County Administrator and will be discussed at the next meeting. The Vacaville libraries are in good shape with property and sales tax increasing.

The annual Literacy celebration was well attended on Saturday, March 12<sup>th</sup>.

#### OLD BUSINESS

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

Ms. Katz is waiting to hear from the building division of the City of Vacaville. Since the Library was built by the city, the city is trying to locate the original documents. The Library has the agreements between the City and the Library District but not the underlying documents. Since the original architect's plans show the expansion, it is believed that the expanded parking was included in that.

#### NEW BUSINESS

Tenant improvements on the second floor of Vacaville Town Square Library – the Commission will discuss and may take action regarding the tenant improvements on the second floor of the Vacaville Town Square Library. **ACTION**

Recology would like to do some remodeling in accordance with the terms and conditions of the lease. Their letter stated the work would be done on weekends; however since the Library is open on weekends, Ms. Katz will have some discussions with Recology as to when the work can be done.

Ms. Clarke moved to recommend to the Library Board to approve Recology's request to make tenant improvements at the Vacaville Town Square Library. Ms. Mathews seconded. So ordered by a 5-0 vote.

#### ITEMS OF INTEREST TO THE COMMISSION

Ms. Mathews will represent the Commission at the Library Board meeting on Thursday, March 17<sup>th</sup>.

DATE OF NEXT MEETING

The next VLC meeting will be held on Monday, May 9, 2016 at 6:30 p.m. at the Cultural Center Library Conference Room.

ADJOURNMENT

Meeting adjourned at 7:00 p.m.

A handwritten signature in cursive script, appearing to read "M. Knapp", written over a horizontal dashed line.

Malissa Knapp, Library Branch Manager