

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

**Library Commission Meeting**  
May 9, 2016  
Meeting Room

CALL TO ORDER

In the absence of President Bruce DuClair, Commission Member Janet Matthews called the meeting to order at 6:30 p.m.

ROLL CALL AND ESTABLISHMENT OF QUORUM

**Members present:**

Beatryce Clarke  
Janet Matthews  
Carol Sue Robison

**Members absent:**

Bruce DuClair  
Frank Murphy

**Others present:**

Whit Whitfield, VUSD/VLB  
Bonnie Katz, Director of Library Services  
Malissa Knapp, Library Branch Manager  
Nancy Redfield, Supervising Librarian  
Tamie Tvrdik, Clerical Supervisor  
Kirk Starkey, Deputy Auditor-Controller

INTRODUCTIONS

None.

APPROVAL OF MINUTES

The minutes of March 14, 2016 were unanimously approved on motion of Ms. Clarke and seconded by Ms. Robison. So ordered by 3-0 vote.

APPROVAL OF AGENDA

On motion of Ms. Clarke, seconded by Ms. Robison, 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.

Ms. Katz reported that the Solano Kids Read program was well attended. Ms. Knapp added that 108 people attended. Mac Barnett, the award-winning author, met with each of the kids individually whether they bought a book or not.

Ms. Katz reported that the Library has hired a supervising librarian, John Parker, for the Town Square library. John has worked for the Las Vegas/Clark County Library District for the last 11 years and has family ties to the Bay Area. Also, Mike Perkins, librarian at Suisun City is transferring to Cultural Center. The Library is continuing to recruit and fill open positions.

In addition, Ms. Katz announced that the Library is currently working on a contract to update the strategic plan.

## OLD BUSINESS

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

Ms. Katz states that the County Architect has hired eight different firms to contract with to be able to move along some of their projects. One of these firms will be submitting a building permit to the City of Vacaville in order to find out if this site will require additional parking spaces.

## NEW BUSINESS

- a. District Audit – The Commission will receive a report for the Library District for the years ending June 30, 2014 and June 30, 2015 and may take action. **ACTION**

Kirk Starkey, Deputy Auditor-Controller, presented the financial statements and audit report. He explained that the most important part of the audit is the audit opinion. This is a standard letter that the Auditor issues to the Board that indicates whether the District has accomplished their objectives from a financial standpoint. The District audit received an unqualified opinion, which is a clean opinion. In addition, Mr. Starkey added that the libraries' internal control structure reflects positively. He thanked Ms. Katz and her staff for keeping good financial records.

Ms. Clarke moved to recommend to the Library Board to accept the audit; Robison seconded. So ordered by a 3-0 vote.

- b. Proposed FY 2016-2017 Budget – the Commission will discuss and may take action on the proposed budget for FY 2016-2017. **ACTION**

Ms. Katz presented the Proposed FY 2016-2017 Budget. She explained the line items to the Commission. Ms. Katz also explained that because the present branch manager is splitting her time between the Vacaville and Vallejo libraries, she feels it's time to bring back the third branch manager that was lost several years ago. Therefore, she is proposing to add another branch manager that would be dedicated solely to the Vacaville libraries. She is also proposing to add a half time library assistant for the Cultural Center Library. In addition, Ms. Katz stated that during the lean years the Library did not have any reserves. Since there is projected to be \$7.6 million in contingencies, she suggested that some of those monies be put into reserves. The reserves are protected because it takes Board action during budget time to pull money out of reserves.

Ms. Clarke recommended the Board move \$5 million from contingency to reserves and then approve the proposed budget; Ms. Robison seconded. So ordered by 3-0 vote.

#### ITEMS OF INTEREST TO THE COMMISSION

The Commission will elect a President for the coming year in June.

#### DATE OF NEXT MEETING

The next VLC meeting will be held on Monday, June 13, 2016 at 6:30 p.m. at the Cultural Center Library Conference Room.

#### ADJOURNMENT

Meeting adjourned at 7:30 p.m.



Malissa Knapp, Library Branch Manager