

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

**Library Commission Meeting**  
September 12, 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  
Carol Sue Robison

**Members absent:**

Janet Matthews  
Frank Murphy

**Others present:**

Whit Whitfield, VUSD/VLB  
Mark Fink, Deputy Director of Library Services  
Bonnie Katz, Director of Library Services  
Malissa Knapp, Library Branch Manager  
Johnny Parker, Supervising Librarian  
Nancy Redfield, Supervising Librarian  
Tamie Tvrdik, Clerical Supervisor

INTRODUCTIONS

Mark Fink, Deputy Director of Library Services was introduced.

APPROVAL OF MINUTES

The minutes of May 9, 2016 were unanimously approved on motion of Ms. Clark and seconded by Ms. Robison. So ordered by 3-0 vote.

APPROVAL OF AGENDA

On motion of Ms. Clark, 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

Ms. Katz informed the Commission that Frank Murphy has resigned from the Commission via email.

## LIBRARIANS' REPORTS

The librarians' reports were submitted in writing.

Ms. Katz distributed the fall Check It Out and reminded the Commission that the annual Author's Luncheon is coming in November. She added that Literacy is recruiting for tutors and had a successful tutor orientation with approximately 60 people signed up to tutor. The Library has filled the half time position for a library aide at the Cultural Center and the recruitment for the branch manager position has closed and interviews will take place on Monday.

Ms. Curry, County Counsel, sent out the information that the boundary has been approved and signed by the Court and is being processed by the Board of Equalization. The property tax is expected to start coming to the District in 2018.

## OLD BUSINESS

- a. Expansion of the Cultural Center Library – the Commission will discuss the expansion of the Cultural Center Library.

The County Architect's Office is in contract negotiations with another firm to submit plans to the planning division of the City in order to determine if more parking is needed. Also because of fire lanes, fire hydrants, etc. that the City has put in a 15,000 square foot expansion may not be feasible. The Library is looking at other possibilities and ideas and will come up with some conceptual ideas to bring back to the Board.

- b. Revisions to the FY 2016-2017 Budget – the Commission will discuss the revisions to the FY 2016-2017 budget and may take action. **ACTION**

Ms. Katz submitted a revised budget which is approximately \$79,000 less than the FY2016/2017 proposed budget which the Board passed in June. The decrease occurred from various line item changes which Ms. Katz explained to the Commission.

Ms. Clark moved to recommend the Board approve the revised budget; Ms. Robison seconded. Motion carried. So ordered by 3-0 vote.

## NEW BUSINESS

- a. Maintenance of the Vacaville Libraries – the Commission will discuss the maintenance of the Vacaville Libraries.

Ms. Katz explained that she has been in discussions with the City to continue to maintain both of the Vacaville libraries. The City would like full cost recovery and will not do painting, roof issues or a full lighting. These are capital issues and

the Library already has vendors to do those jobs. Ms. Katz is waiting for an MOU from the City which she will bring to the Commission for their recommendation to the Board.

- b. Strategic Plan Discussion – Mark Fink, Deputy Director of Library Services, will lead a discussion about the Solano County Library’s Strategic Plan.

Mr. Fink discussed the strategic planning process. The Library has hired a consulting firm called Civic Technologies to work with the Library’s management team, staff, elected and appointed officials, library supporters and the community to create a plan to provide services, resources and programs that are consistent and in-line with what the community needs and wants. It is not driven by the Library; it is driven by community input. Once those needs are identified, the consultant and staff will be working on how to design library services that respond to those specific needs. The Library has a leadership team, with staff representing every division in the Library, which has been working with the consultant through several workshops. The consultant will also conduct town hall meetings, stakeholder interviews with prominent citizens throughout the county, and focus groups. The Commission members have been asked to participate in parts of this process. The final plan should roll out in January or February.

- c. Commissioner re-appointments – Commissioners will discuss and may take action on recommending a third term for a three-year re-appointment of Commissioner Frank Murphy and a second term for a three-year re-appointment of Commissioner Janet Matthews. **ACTION**

Mr. Murphy has stated that he will not be able to serve another term so the Commission will need to start a recruitment for that vacancy. However, Ms. Matthews has stated that she would like to be re-appointed for a second term.

Ms. Clark moved to accept Mr. Murphy’s resignation and to recommend the re-appointment of Ms. Matthews for a second three-year term. Ms. Robison seconded. So ordered by a 3-0 vote.

- d. Election of President – the Commission will elect a President for the fiscal year 2016-2017. **ACTION**

On motion of Mr. DuClair and seconded by Ms. Robison, the Commission recommended to appoint Ms. Clark as President.

#### ITEMS OF INTEREST TO THE COMMISSION

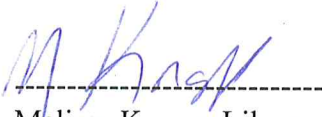
Ms. Clark will represent the Commission at the Board meeting with Ms. Katz on Thursday, September 15, 2016.

DATE OF NEXT MEETING

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

ADJOURNMENT

Meeting adjourned at 7:15 p.m.

A handwritten signature in blue ink, appearing to read "M. Knapp", is written over a horizontal dashed line.

Malissa Knapp, Library Branch Manager