

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

Library Commission Meeting
June 12, 2017
Meeting Room

CALL TO ORDER

President Beatryce Clark called the meeting to order at 6:30 p.m.

ROLL CALL AND ESTABLISHMENT OF QUORUM

Members present:

Beatryce Clark
Bruce DuClair
Janet Matthews
Dave McCallum
Carol Sue Robison

Members absent:

None.

Others present:

Bonnie Katz, Director of Library Services
Malissa Knapp, Library Branch Manager
Johnny Parker, Supervising Librarian
Nancy Redfield, Supervising Librarian
Tamie Tvrdik, Clerical Operations Supervisor

INTRODUCTIONS

None.

APPROVAL OF MINUTES

The minutes of the meeting of May 8, 2017 were unanimously approved on motion of Mr. DuClair and seconded by Mr. McCallum. So ordered by 5-0 vote.

APPROVAL OF AGENDA

Mr. DuClair moved to approve the June 12, 2017 agenda; Mr. McCallum seconded. Motion unanimously approved. 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. Knapp added that VCC had over 240 vets take advantage of the fines waived and over 127 vets attended the veterans job fair held at VCC. Ms. Katz added that the strategic planning process committee is

meeting Thursday to develop a marketing plan. Also budget hearings for the County are starting on June 20, 2017. She does not anticipate any issues with the Library.

OLD BUSINESS

- a. FY2017-2018 budget update – The Commission will hear a budget update and may take action. **ACTION**

Ms. Katz announced that there was an error in the budget regarding the Unexpended Direct Funds because the materials budget needed to be deducted and also the expense for the Branch Manager's salary needed to be adjusted because that salary was being split between the Vacaville and Vallejo libraries through November 2016. Since the hiring of the Vallejo Branch Manager, the salary is no longer split between the branches. Ms. Katz assured the Commission that the bottom line stays the same with \$6 million in contingencies and \$5 million in reserves.

Mr. DuClair moved to accept the revised budget and recommend approval to the Board; Ms. Mathews seconded. So ordered by a 5-0 vote.

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

Tim Reynolds, the County's Capital Projects Coordinator, presented and explained the three scenarios/options of the expansion of the Vacaville Cultural Center Library to the Commission and answered their questions. After discussing the pros and cons of each option the Commission unanimously agreed on the third option which will provide for the most expansion. This recommendation will be taken to the Board at their June meeting.

NEW BUSINESS

- a. Approval of request for tenant improvements for Recology Vacaville Solano – the Commission will discuss and may take action on tenant improvements for Recology Vacaville Solano. **ACTION**

Mike McLaughlin, Director of IT at Recology, sent a letter to Ms. Katz requesting tenant improvements for Recology Vacaville Solano. He explained that Recology houses critical servers which function as a backup site in the event of a power outage. Therefore they are requesting to install a generator on the rear wall of the VTS building, behind the existing trash enclosure. The enclosure will be covered with a brick veneer to match the building.

Mr. McCallum moved to recommend the approval of the request for tenant improvements for Recology Vacaville Solano; Mr. DuClair seconded. Motion carried. So ordered by a 5-0 vote.

- b. Review of Joint Use Cooperative Agreement between the City of Vacaville and Vacaville Unified School District Library District – the Commission will review the joint facilities use agreement between the City of Vacaville and the VUSD Library District. **ACTION**

Ms. Katz explained that when the Cultural Center was built there was an initial agreement between the City and the Library District that allowed the Library to use the theatre and the community center. However through the years and staff changes this agreement was no longer working. Therefore, the City and Library District have drawn up a new agreement that would allow the Vacaville libraries a combined total of 16 times per year to use the community center for Library programs, two times a year to use the Vacaville Performing Arts Center and 4 times a year to use the marquee for advertising library events. In return, the City can use the Library meeting rooms up to 18 times a year. This is a 5-year agreement.

The Commission unanimously decided this was an agreement that benefitted both parties.

On motion of Mr. DuClair, seconded by Ms. Robison, the Commission recommended to approve the Joint Use Cooperative Agreement between the City of Vacaville and Vacaville Unified School District Library District. So ordered by a 5-0 vote.

- c. Election of President – the Commission will elect a President for the fiscal year 2017-2018. **ACTION**

On motion of Mr. DuClair and seconded by Ms. Matthews, the Commission recommended to appoint Ms. Clark as President for a second year. So ordered by a 5-0 vote.

ITEMS OF INTEREST TO THE COMMISSION

None.

DATE OF NEXT MEETING

The next VLC meeting will be held on September 11, 2017 at 6:30 p.m. at the Cultural Center Library Conference Room.

ADJOURNMENT

Meeting adjourned at 7:50 p.m.



Malissa Knapp, Library Branch Manager