

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

**Library Commission Meeting**  
September 11, 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:**

Paige Frechette, Friends of the Library  
Bonnie Katz, Director of Library Services  
Malissa Knapp, Library Branch Manager  
Johnny Parker, Supervising Librarian  
Nancy Redfield, Supervising Librarian  
Tamie Tvrdik, Clerical Operations Supervisor  
Helen Vinson, Friends of the Library

INTRODUCTIONS

None..

APPROVAL OF MINUTES

The minutes of the meeting of June 12, 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 September 11, 2017 agenda; Ms. Robison 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. In response to Mr. McCallum's inquiry, Ms. Knapp explained that the Friends of the Library pay for the programs at the Vacaville libraries. Mr. McCallum expressed concern about local businesses presenting programs at the Library to help market themselves. The Friends are aware of this and Ms. Knapp assured him that the local Outer Limits Virtual Reality gave the Library a substantial discount. In response to Mr. DuClair's question, Ms. Knapp answered that there were 13 teen drivers that attended the CHP Start Smart program in September. Ms. Katz reported that the Library is connecting Facebook fans to book, movie and music suggestions based on the personal artwork of our customer's tattoos and their stories. The Library received a \$10,000 bilingual grant from the State Library and bilingual materials for children from pre-k thru 6<sup>th</sup> grade have been purchased. Ms. Katz reported that Link+ is live now. Link+ is an expansion of services through a cooperative service of public and academic libraries. Customers can borrow from over 60 libraries for free.

### OLD BUSINESS

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

Ms. Katz reported that plans have been submitted to the city's building division and the Library should have a response within the next 2-3 weeks.

Revisions to the FY 2017-2018 Budget – the Commission will discuss the revisions to the FY 2017-2018 budget and may take action. **ACTION**

Ms. Katz explained the few revisions to the budget now that the Library has the final figures for the year that just ended on June 30, 2017. She reported that due to an accounting error in the Auditor's office, the entire \$5 million that the Board recommended be transferred into the reserves last fiscal year did not happen; \$4,799,918 got transferred. Ms. Katz suggested that the VLC recommend to the Board that \$200,082 get transferred to the reserves making it exactly \$5 million.

After discussion, Mr. DuClair recommended to the Board that \$200,082 be transferred to the reserves in order to have exactly \$5 million in reserves; Ms. Matthews seconded. Motion carried. So ordered by 5-0 vote.

### NEW BUSINESS

Repurposing the computer center at the Vacaville Public Library – Town Square (VTS) – the Commission will discuss repurposing the computer center at VTS.

Ms. Knapp gave a presentation on the repurposing of the computer center at Town Square Library. She reported that VTS is the recipient of the 2017 Hero Grant from Lowes which was awarded to renovate the underutilized computer center into a vibrant teen space. Lowes will provide \$2,500 of materials and free labor. In addition, the library won a Maximizing Learning Spaces grant from the State Library for \$5,000 for

furnishings and a planning consultant. This project should be completed by October 2018.

There will still be computers available at the Town Square library and the computer center at the Vacaville Public Library –Cultural Center will remain.

Removal of bench outside VTS – the Commission will discuss the removal of the bench outside VTS.

The bench in front and to the left of the Town Square Library that was donated by the Friends has primarily become a homeless hangout. Ms. Katz explained that there was a Facebook post of a picture of the graffiti, dirt, garbage, etc. around that bench that elicited a lot of negative comments. The Library's solution is to remove the bench with the agreement from the Friends. There is another bench to the right close to the book drop that will stay. The City has said they will patrol more at night and on weekends.

Minor remodel of VTS – the Commission will discuss the minor remodel of VTS.

Ms. Katz informed the Commission that the Library is going to do a small remodel of Town Square making it a one-service desk model where both the circulation and information desk can be combined. Staff will be cross trained so customers do not have to wait in line. This plan has worked well at a few other Solano County libraries. Ms. Katz shared a drawing displaying the reconfiguration with the Commission.

Commissioner re-appointment – Commissioners will discuss and may take action on recommending a three-year re-appointment of Commissioner Carol Sue Robison and Beatryce Clark. **ACTION**

Mr. DuClair recommended re-appointing Ms. Robison and Ms. Clark for their second 3-year term; Mr. McCallum seconded. Motion carried. So ordered by a 5-0 vote.

New Commissioner - the Commission will discuss and may take action to fill the upcoming vacancy that will be left by Bruce DuClair after serving his three consecutive three-year terms on the Vacaville Library Commission. **ACTION**

Mr. DuClair has served his third 3-year term and is termed out and becomes ineligible for reappointment for at least one year. The Commission directed Ms. Knapp to advertise for applicants and Ms. Clarke, Mr. McCallum, Ms. Matthews and Ms. Robison volunteered to interview the applicants. Ms. Robison recommended to the Board to have the Commission start the process to fill the Vacaville Library Commission opening; Mr. DuClair seconded. Motion carried. So ordered by a 5-0 vote.

#### ITEMS OF INTEREST TO THE COMMISSION

Ms. Clark and Ms. Matthews will represent the Commission at the Board meeting on September 21, 2017.

DATE OF NEXT MEETING

The next VLC meeting will be held on Monday, November 13, 2017 at 6:30 p.m. at the Cultural Center Library Conference Room.

ADJOURNMENT

Meeting adjourned at 7:45 p.m.



Malissa Knapp, Library Branch Manager