

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

Library Commission Meeting
June 11, 2018
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
Cassandra Patton
Carol Sue Robison

Members absent:

Dave McCallum

Others present:

Bonnie Katz, Director of Library Services
Malissa Knapp, Library Branch Manager
Johnny Parker, Supervising Librarian
Tamie Tvrdik, Clerical Operations Supervisor
Cathy Valdez
Kirk Starkey, Audit Manager

INTRODUCTIONS

Cathy Valdez introduced herself to the Commission.

APPROVAL OF MINUTES

The minutes of the meeting of May 14, 2018 were unanimously approved on motion of Ms. Robison and seconded by Ms. Patton. So ordered by 3-0 vote.

APPROVAL OF AGENDA

Ms. Patton moved that item 10a be moved before Old Business - Item 9; Ms. Robison seconded. The amended agenda was unanimously approved on motion of Ms. Patton and seconded by Ms. Robison. So ordered by 3-0 vote.

COMMENTS FROM THE FLOOR

Items on the agenda

None.

Items not on the agenda

CORRESPONDENCE

None.

LIBRARIANS' REPORTS

Ms. Katz reported on the RFID project. She stated that the gates and machinery have been installed in both Vacaville libraries. Installation at the rest of the Solano County libraries including Benicia should be completed by the end of July.

Ms. Katz reported that County Counsel stated the roof project at the Town Square library does not need to go through a formal bidding process because it is actually a maintenance project. Therefore a purchase order has been processed for Crowson Roofing to do the silicon roof coating for \$74,900 with a 20 year warranty.

Summer Reading Challenge kicked off June 1st and ends on July 31st. Ms. Knapp reported as of June 8th there were over 2600 signups.

Recruiting is continuing as the Library is promoting within and filling positions behind those. The Vacaville cluster is in good shape with only one opening

NEW BUSINESS

District Audit – The Commission will receive a report for the Library District for the years ending June 30, 2016 and June 30, 2017 and may take action. **ACTION**

Kirk Starkey, Audit Manager, 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. Robison moved to recommend to the Library Board to accept the audit; Ms. Patton seconded. So ordered by a 3-0 vote.

OLD BUSINESS

FY2018-2019 budget update – The Commission will hear a budget update and may take action. **ACTION**

Ms. Katz stated that the budget has been revised to reflect the transfer of \$2 million from contingency to reserves.

Ms. Patton moved to recommend the Board approve the FY2018-2019 budget as revised; Ms. Robison seconded. Motion carried. So ordered by a 3-0 vote.

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

Ms. Katz reported that the Library has signed a contract and completed a purchase order for the Civil Engineering firm to look at the lot line adjustment. By the September meeting of the Commission, the lot line adjustment should be completed.

Commissioner appointment - The Commission will discuss and may take action on recommending the appointment of Cathy Valdez to the Vacaville Library Commission. **ACTION**

Ms. Robison moved to recommend to the Library Board the appointment of Cathy Valdez to the Vacaville Library Commission. Ms. Patton seconded. Motion carried. So ordered by a 3-0 vote.

NEW BUSINESS

Election of President – the Commission will elect a President for the fiscal year 2018-2019. **ACTION**

Ms. Patton moved to recommend that Ms. Robison serve as President; Ms. Clark seconded. Motion carried. So ordered by a 3-0 vote.

ITEMS OF INTEREST TO THE COMMISSION

Ms. Katz stated that the next meeting of the Library Board is June 28th and would like a Commission member to attend with her. She also reminded the Commission that the Vacaville Library School Board sitting as the Vacaville Library Board is the governing board of the Vacaville libraries.

Ms. Patton reported that she attended the Solano County Library Advisory Council meeting of May 18 and shared some of the info she learned.

DATE OF NEXT MEETING

The next VLC meeting will be held on Monday, September 10, 2018 at 6:30 p.m. at the Cultural Center Library Conference Room.

ADJOURNMENT

Meeting adjourned at 7:00 p.m.



Malissa Knapp, Library Branch Manager