

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

Library Commission Meeting
May 14, 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
Dave McCallum
Cassandra Patton
Carol Sue Robison

Members absent:

Others present:

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

INTRODUCTIONS

Lee Ann Austin, Admin Services Manager, introduced herself to the Commission.

APPROVAL OF MINUTES

The minutes of the meeting of March 12, 2018 were unanimously approved on motion of Ms. Robison and seconded by Ms. Patton. So ordered by 4-0 vote.

APPROVAL OF AGENDA

Ms. Robison moved to approve the May 14, 2018 agenda; Ms. Patton seconded. Motion unanimously approved. So ordered by 4-0 vote.

COMMENTS FROM THE FLOOR

Items on the agenda

None.

Items not on the agenda

CORRESPONDENCE

Ms. Katz received an email on March 14, 2018 from Commissioner Janet Matthews stating she is resigning due to health reasons. President Clark will send Ms. Matthews a card on behalf of the Commission.

LIBRARIANS' REPORTS

In response to President Clark's inquiry about attendance at the libraries, Ms. Knapp responded that the Town Square library has an ever increasing adult programming population and the Cultural Center has increased their attendance at the children's programs.

Ms. Katz informed the Commission that the entire collection at the Solano County libraries has been RFID tagged. The next step is to install the equipment that can actually read the tags and this installation will begin with the Vacaville Cultural Center Library. This entire project is anticipated to be complete and ready to go in the Spring of 2019.

Ms. Katz reported that the Library has partnered with the Health and Social Services department to circulate blood pressure machines.

Ms. Katz informed the Commission that the Summer Reading Challenge is from June 1st through July 31st and the programs are for all ages. Events and signups are on the website at solanolibrary.com.

OLD BUSINESS

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

Ms. Katz informed the Commission that the Library has hired a civil engineer who is surveying the property for the lot line adjustment. There will be a streamline application with the planning and building division and the City does not feel that parking will be an issue. Once the lot line adjustment is finalized, the Architect can move the project forward.

NEW BUSINESS

- a. Proposed FY 2018-2019 Budget – the Commission will discuss and may take action on the proposed budget for FY 2018-2019. **ACTION**

Ms. Katz presented the FY 2018-2019 proposed budget. She explained the expenses and revenues and how the numbers come together. She explained the Vacaville Libraries presently have \$5 million in reserves and that sits at the County Treasurer and earns about 1% interest. The Vacaville libraries have \$5.6 million in contingencies and she suggested the Commission move \$2 million from contingency into reserves.

After discussion, Mr. McCallum recommended to move \$2 million from contingency to reserves and then approve the proposed budget; Ms. Patton seconded. Motion carried. So ordered by a 4-0 vote.

Ms. Katz will bring back the revised proposed budget at the June meeting for the Commission to make a recommendation to the Library Board at their June meeting.

- b. New Commissioner - the Commission will discuss and may take action to fill the vacancy due to Commissioner Janet Matthews' resignation.
ACTION

Ms. Clark shared that there was a second excellent candidate the Commission had interviewed last fall when there was a Commissioner opening. Therefore, after a short discussion, Mr. McCallum moved to recommend that President Clark offer the Commissioner position to Cathy Valdez and if she accepts the Commission will make a recommendation to the Board in June. Ms. Robison seconded. Motion carried. So ordered by a 4-0 vote.

ITEMS OF INTEREST TO THE COMMISSION

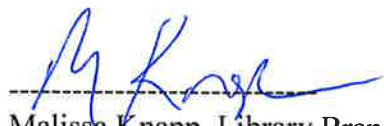
Ms. Katz informed the Commission that the County Facilities Manager looked at the Vacaville Town Square roof to make an assessment. He stated the roof pads were starting to peel away and suggested a silicon roof coating which has proven to have good results. Two bids were received and the County Facilities Manager is recommending hiring our current vendor, Crowson's Roofing because they offer a 20-year warranty. This will be agendized for the June meeting so the Commission can take action and make a recommendation to the Library Board.

DATE OF NEXT MEETING

The next VLC meeting will be held on Monday, June 11, 2018 at 6:30 p.m. at the Cultural Center Library Conference Room.

ADJOURNMENT

Meeting adjourned at 7:15 p.m.



Malissa Knapp, Library Branch Manager