

Minutes of the
Vacaville Library Commission
Zoom Virtual Meeting
September 14, 2020

CALL TO ORDER

Carol Sue Robison called the meeting to order at 6:31 p.m.

ROLL CALL AND ESTABLISHMENT OF QUORUM

Members present:

Beatryce Clark
Dave McCallum
Carol Sue Robison
Cathy Valdez

Others present:

Bonnie Katz, Director of Library Services
Malissa Knapp, Branch Manager
Mike Perkins, Supervising Librarian
Denny Cheuk, Audit Manager
Shelley Dally, Vacaville Unified School District Board Member
Peggy Rollins
Cathy Sheldon, Office Assistant

INTRODUCTIONS

Ms. Katz introduced Mr. Cheuk, Deputy Auditor-Controller with Solano County.

APPROVAL OF MINUTES

The minutes of the meeting of June 8, 2020 were unanimously approved on motion of Mr. McCallum and seconded by Ms. Clark. So ordered by 4-0 vote.

The minutes of the meeting of August 4, 2020 were unanimously approved on motion of Ms. Clark and seconded by Ms. Valdez. So ordered by 4-0 vote.

APPROVAL OF AGENDA

Ms. Katz moved to change item a. District Audit under New Business after Correspondence. On motion of Mr. McCallum, seconded by Ms. Valdez, the Commission unanimously approved the amended agenda of the Vacaville Library Commission. So ordered by 4-0 vote.

COMMENTS FROM THE FLOOR

Items on the agenda

None.

Items not on the agenda

Ms. Dally announced Mr. Whit Whitman passed away. Over the years, Mr. Whitman served on the Vacaville Unified School District Board, Vacaville Library Commission,

Solano County Library Advisory Council and the Friends of the Vacaville Public Libraries.

CORRESPONDENCE

None.

NEW BUSINESS

- a. District Audit – The Commission will receive a report for the Library District for the years ending June 30, 2018 and June 30, 2019 and may take action.

ACTION

Denny Cheuk, Deputy Auditor Controller, Solano County, presented the financial statements and independent audit report. He explained the audit report and explained the most important part 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. Mr. Cheuk thanked management and the Library District for their support in completing the report.

Ms. Clark moved to recommend to the Library Board to accept the audit; Ms. Valdez seconded. So ordered by a 4-0 vote.

LIBRARIANS' REPORTS

Ms. Robison stated it's nice to see the library has so much going on even during the pandemic.

Mr. Perkins, Supervising Librarian, Vacaville Cultural Center Library, stated Cultural Center Library has served 5,000 customers for August and part of September. Mr. McCallum inquired if the library tracks books by type (genre) that are checked out. Mr. Perkins said the library tracks by media type, and he can review the statistics and get specific numbers and report at the next meeting. Mr. Perkins said there has been an increase of materials and resources since the pandemic. Mr. Perkins stated there has been an increase of customers making appointments.

Ms. Valdez inquired about the new texting feature for appointments. Mr. Perkins stated there hasn't been a huge increase with using this feature to make appointments; the library hasn't had a specific advertising launch for this feature.

Ms. Knapp shared that Town Square Library has seen an increase of families using the library for computer access. Parents are helping their children with their online classroom instruction.

In addition to the Supervising Librarians' reports, Ms. Katz reported the three large branches, John F. Kennedy (Vallejo), Fairfield Civic Center and Vacaville Cultural Center libraries are now open on Saturdays. Springstowne Library is now open. All libraries are open by appointment only. The library has seen about a 50% increase of

customers booking appointments online; they are doing it themselves and not calling in for the library to schedule.

The library purchased an additional 100 hotspots and 100 more were ordered under the CARES Act. The library will try to circulate to students who need the hotspots, however anyone can check out a hotspot.

OLD BUSINESS

- a. FY 2020-2021 budget revision- The Commission will hear a budget revision and may take action. **ACTION**

Ms. Katz presented the FY 2020-2021 revised budget. On motion of Mr. McCallum and seconded by Ms. Robison, the commission approved the FY 2020-2021 revised budget. So ordered by a 4-0 vote.

NEW BUSINESS

- b. Commissioner appointment – the Commission will discuss and may take action on recommending the appointment of Peggy Rollins to the Vacaville Library Commission. **ACTION**

Ms. Clark moved to recommend to the Library Board the appointment of Peggy Rollins to the Vacaville Library Commission. Ms. Robison seconded. Motion carried. So ordered 4-0 vote.

ITEMS OF INTEREST TO THE COMMISSION.


None.

DATE OF NEXT MEETING

The next VLC meeting will be held on Monday, November 9, 2020 at 6:30 p.m.

ADJOURNMENT

Meeting adjourned at 7:21 p.m.



Malissa Knapp, Library Branch Manager