

Minutes of the
Vacaville Library Commission
Zoom Virtual Meeting
January 11, 2021

CALL TO ORDER

Ms. Clark called the meeting to order at 6:35 p.m.

ROLL CALL AND ESTABLISHMENT OF QUORUM

Members present:

Beatryce Clark
Cathy Valdez
Peggy Rollins

Members absent:

Dave McCallum
Carol Sue Robison

Others present:

Bonnie Katz, Director of Library Services
Malissa Knapp, Branch Manager
Shelley Dally, Vacaville Unified School District Board Member
Cathy Sheldon, Office Assistant

INTRODUCTIONS

None.

APPROVAL OF MINUTES

The minutes of the meeting of September 14, 2020 were unanimously approved on motion of Ms. Valdez and seconded by Ms. Rollins. So, ordered by 3-0 vote.

APPROVAL OF AGENDA

The agenda was unanimously approved on motion of Ms. Valdez and seconded by Ms. Rollins. So, ordered by 3-0 vote.

COMMENTS FROM THE FLOOR

Items on the agenda

None.

Items not on the agenda

None.

CORRESPONDENCE

None.

LIBRARIANS' REPORTS

Ms. Valdez inquired if Vacaville Town Square library is open on Saturdays. Ms. Katz explained only the three large library branches, Fairfield Civic Center, John F. Kennedy (Vallejo), and Vacaville Cultural Center, are open on Saturdays for curbside service. Ms. Valdez inquired about the hot spots that were purchased under the CARES Act. Ms. Katz explained the library needed to provide more connectivity to the internet for children who needed access to the internet for school. Ms. Rollins inquired about the usage of the hotspots. Ms. Knapp stated the hotspots are out; the holds list was over 100 with the first set so having the other 100 helps. Ms. Knapp stated the schools are offering more resources to students now however families who have Wi-Fi but their service may be intermittent, are using the library's hotspots because they are more reliable.

NEW BUSINESS

- a. The Commission will receive an update on library services

Ms. Katz reported the library was open however had to close for in person visits when the new state regional social distancing order was put in place, however the library is still offering curbside pick-up. The library is offering Saturday hours at the three large branch locations in Fairfield, Vallejo, and Vacaville for customers who can't come during the week for their materials. Ms. Katz stated the library will most likely continue offering curbside pick when the library opens again to the public.

Ms. Rollins complimented the library about the procedures with allowing people into the library when the library was open for appointments. Ms. Katz explained this was based on the tier and if allowed, the supervisors/managers let more people come in.

Ms. Valdez inquired about a drive-up window service. Ms. Katz explained the school district owns the building and it's in a complex shared with the City so there is more involved. Ms. Katz informed the Commission the library is in the process of completing some other projects. Automated Material Handling (AMH) project at Cultural Center library is in process. This should be completed by the end of March. Vacaville Town Square has AMH. The library is moving forward with the 8,000 sq. ft. expansion at the VCC library. The library will request an RFP for an architect; this will be presented to the Library Board and Commission once received. The library is still in the process of finalizing the facility master plan.

Ms. Knapp explained how curbside pickup works at VCC library. Customers come to the door and show ID and staff gives the bag. With the design of the building and sharing of the space, this process works. VCC does four times the amount of curbside pickup compared to the other Solano County Library branches.

Ms. Rollins stated the online booking appointment software is very efficient. Ms. Knapp commented the library has texting ability sort of like what the restaurants have so when the customer's materials are ready, they receive a text. This helps keep the staff and customers stay safe with social distancing.

Ms. Knapp stated even with curbside pickup, customers still enjoyed coming into the library to browse the collection (when the library offered in person appointments).

The library is working on a new rebranding project and new website. The library's facility master plan should be completed by the end of March. Ms. Katz also reported the library e-resources continue to increase.

Ms. Rollins commented on all the programs the Vacaville libraries are providing to children and young adults.

Ms. Katz complimented Ms. Knapp. Ms. Knapp is very instrumental in bringing programs to the library like the free lunch program, in which books are distributed, and the student access card program (all students in the County will have a library card).

Ms. Rollins inquired if reference requests have increased due to in-home schooling and people being homebound. Ms. Knapp stated reference requests have increased. There seems to be more parent involvement with their child's education and finding resources.

ITEMS OF INTEREST TO THE COMMISSION.

None.

DATE OF NEXT MEETING

The next Vacaville Library Commission meeting will be held on Monday, March 8, 2021 at 6:30 p.m.

ADJOURNMENT

Meeting adjourned at 7:00 p.m.



Malissa Knapp, Library Branch Manager