

Minutes of the  
Vacaville Library Commission  
Zoom Virtual Meeting  
May 10, 2021

CALL TO ORDER

Ms. Robison called the meeting to order at 6:32 p.m.

ROLL CALL AND ESTABLISHMENT OF QUORUM

**Members present:**

Cathy Valdez  
Peggy Rollins  
Dave McCallum  
Carol Sue Robison

**Members absent:**

Beatryce Clark

**Others present:**

Bonnie Katz, Director of Library Services  
Suzanne Olawski, Assistant Director of Library Services  
Mike Perkins, Supervising Librarian  
Shelly Dally, Vacaville Unified School District  
Cathy Sheldon, Office Assistant

INTRODUCTIONS

Ms. Katz introduced Suzanne Olawski, Assistant Director of Library Services. Ms. Olawski will be the Interim Library Director as Ms. Katz retires June 12, 2021. Ms. Olawski gave a summary on her career.

APPROVAL OF MINUTES

The minutes of the meeting of March 8, 2021 were unanimously approved on motion of Ms. Valdez and seconded by Ms. Rollins. So, ordered by 3-0 vote.

Yes Carol Sue Robison  
Yes Cathy Valdez  
Yes Peggy Rollins

APPROVAL OF AGENDA

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

Yes Carol Sue Robison  
Yes Cathy Valdez  
Yes Peggy Rollins

COMMENTS FROM THE FLOOR

**Items on the agenda**

None.

**Items not on the agenda**

None.

CORRESPONDENCE

None.

LIBRARIANS' REPORTS

Ms. Rollins commented on the usage of the libraries. Ms. Katz reported the library is being used even though appointments are required. Ms. Katz stated effective May 17, 2021, appointments will no longer be required to enter the Solano County Library branches except for the Springtowne Library in Vallejo which still requires appointments due to the size of the library. Ms. Katz reported social distancing is still in place until the state changes the tier zone. The library will assess the amount customers in the library, if the library reaches capacity, the library will reinstate appointments.

Ms. Valdez was impressed with circulation statistics. Ms. Valdez inquired about the cleaning of computers used by customers. Mr. Perkins reported at Cultural Center Library, hand sanitizer and sanitizing wipes are at each high use area and staff periodically wipes down the areas. Ms. Katz stated there have been tests done to see if the virus spreads on surfaces. The virus is spread through airborne. Ms. Katz stated masks are required and social distancing is still in place.

Ms. Rollins inquired if the library would provide carts for people to place books on when they are finished with them during their visit at the library. Mr. Perkins stated Cultural Center Library will provide carts; this helps with the item getting back in the proper place after it is used.

Ms. Valdez inquired about the Friends of the Library and if donations still being accepted. Mr. Perkins stated they are probably above capacity with the donations to the Friends; the library has put a pause on accepting donations for the Friends, but they still receive them. Mr. Perkins stated as the library opens with no appointments, hopefully the Friends group can get back into the library as well. Mr. Perkins reported no Friends groups have been able to use the meeting rooms for book sales. Ms. Valdez hopes the Friends group will be able to fundraise again soon. Ms. Valdez inquired if Friend's funding helped with some library programs during the pandemic. Mr. Perkins stated Friends funds were set aside in early 2020 for programming and due to the pandemic, no in-person programming was scheduled, and money was used for take-n-make craft kits.

Mr. Perkins stated Cultural Center Library has never had an issue with reaching capacity (set by tier) with customers coming into the library however with social distancing, the library only has seven computers available for public use. Mr. Perkins is exploring other options and will assess once library opens without appointments.

In addition to the librarians' reports, Ms. Katz stated the library's facility master plan was approved by the Board of Supervisors on March 23, 2021. The Commission can view the library's facility master plan on the library's website. As part of the facility master plan, new branding design was approved by the Board of Supervisors. The library is in the process of changing the look of the library. Ms. Katz reported there will be a library card design contest in September.

#### NEW BUSINESS

- a. Proposed FY 2021-2022 Budget-the Commission will discuss and may take action on the proposed budget for FY 2021-2022. **ACTION**

Ms. McCallum moved to recommend the Board approve the FY 2021-22 budget; Ms. Valdez seconded. Motion carried. So ordered by 4-0 vote.

Yes Dave McCallum  
Yes Carol Sue Robison  
Yes Peggy Rollins  
Yes Cathy Valdez

#### OLD BUSINESS

- a. Expansion of the Cultural Center Library-the Commission will receive an update on the expansion of the Cultural Center Library

Ms. Katz reported the expansion project is moving forward. The library had a meeting with the County architect. Ms. Katz stated the library is exploring a design build for the expansion/renovation. Ms. Katz stated additional information to come at the June meeting.

#### ITEMS OF INTEREST TO THE COMMISSION.


None

#### DATE OF NEXT MEETING

The next Vacaville Library Commission meeting will be held on Monday, June 14, 2021 at 6:30 p.m.

#### ADJOURNMENT

Meeting adjourned at 7:15 p.m.

  
-----  
Malissa Knapp, Library Branch Manager