

Minutes of the  
**SOLANO COUNTY LIBRARY ADVISORY COUNCIL**  
**Monday, November 15, 2021**

**1. CALL TO ORDER:**

The meeting was called to order by Chair Hall at 6:35 p.m.

**2. ROLL CALL AND ESTABLISHMENT OF QUORUM:**

**Members Present:** Noah Dove, Stephanie Cobb, Dotty Schenk, Diane Barney, Neil Hall, Kelli Mahoney, Dave McCallum

**Members Absent:** Ariel Ortila, Maria Hernandez, Lloyd McCabe

**Others Present:** Suzanne Olawski, Solano County Library Director of Library Services; Cathy Sheldon, Solano County Library Office Assistant III

**3. INTRODUCTIONS:**

The Council introduced themselves to new member, Ms. Mahoney. Ms. Mahoney gave a brief bio about herself. Ms. Mahoney was appointed by Ron Kott, Mayor, City of Rio Vista.

**4. APPROVAL OF MINUTES AS MAILED FOR MEETING OF July 19, 2021:**

Ms. Barney moved to approve the September 20, 2021, meeting minutes; seconded by Mr. McCallum. Motion carried. So ordered by 7-0 vote.

**5. APPROVAL OF AGENDA.**

Ms. Cobb moved to approve the agenda for the November 15, 2021, meeting; Ms. Barney seconded. Motion carried. So ordered by 7-0 vote.

**6. PUBLIC COMMENT:**

None.

**7. CORRESPONDENCE:**

Ms. Olawski shared Mr. Heinrich's resignation letter from the Solano County Library Advisory Council. Ms. Olawski also shared Ms. Mahoney's letter of appointment to the Solano County Library Advisory Council from the City of Rio Vista. Ms. Barney would like a certificate of appreciation and letter sent to Mr. Heinrich for his years of service on the Solano County Library Advisory Council.

Ms. Olawski also shared a letter from Kaye Juhl, Secretary, Friends of the Vacaville Libraries. The Friends have expressed interest in a dedicated space for a bookstore with the expansion project of the Vacaville Cultural Center Library. Ms. Olawski stated there will be community engagement opportunities in which the Friends can participate in to give their input on the project. Mr. McCallum will report the Council's acknowledgement of Ms. Juhl's letter to the Vacaville Library Commission at their next meeting.

**8. DIRECTOR'S REPORT:**

In addition to Ms. Olawski's written report, she reported the Solano County Library Foundation's Authors Luncheon was sold out. The in-person event was well attended and generated about thirty thousand dollars.

The Amy Tan event will be March 20, 2022. If you still have tickets from before, you will be able to exchange them for new tickets. There will be a time limit to exchange the tickets.

Fairfield Civic Center Library and Technical Services are County owned buildings and are part of the Solano County Engie energy project. This project will include new lighting upgrades, HVAC mechanical system at Tech Services, solar canopies in the parking lot and charging stations at Fairfield Civic Center. There will be a groundbreaking ceremony in January 2022.

The library is expanding the Literacy department space. This project will include expanding the office space, adding an intake center, conference room and creating a more designated zone for the literacy department. The literacy department has designated space at other libraries however the main office is located at the Fairfield Civic Center Library.

Ms. Olawski reported back on the curbside statistics for fiscal year 2020-2021. There were 58,763 appointments for curbside services. The week of January 3, 2021, there were 1,990 appointments. May 16, 2021, appointments stopped. The week of June 27, there were 130 appointments, and the week of July 11 there were 93 appointments. As the libraries started offering outdoor programming and outreach, library staff were utilized for these services. Ms. Olawski stated customers can call the library and request curbside service.

Ms. Olawski reported on the assembly bill AB361 which Governor Newsom signed that made modifications to the Brown Act. If the Council wants to meet online, a resolution will need to be established and the Council will have to take action on the resolution. Ms. Olawski stated the library is looking into technology to be able to accommodate hybrid meetings. Ms. Barney would like the option of meeting via Zoom.

Ms. Schenk and Ms. Mahoney inquired about the library card design winners. They did not know who the winners were and when the limited-edition cards were available. Ms. Olawski will follow up with the marketing department.

Mr. Hall inquired why the material handling isn't working at the Fairfield Civic Center Library. Ms. Olawski stated there is an open fix it ticket with the vendor. He also inquired about fine free. Ms. Olawski stated in July 2020, the Board of Supervisors approved no late fees for library materials. The library also has an auto renewal feature, which, library materials will renew automatically up to two times as long as there are no other holds on the item. The library does charge the customer for lost materials.

Mr. Dove inquired about the Yocha Dehe Wintun Nation. Ms. Olawski stated they are based in Yolo County however have been supportive to Solano County and other Solano County organizations.

Mr. McCallum inquired about the library card sign up month and the student access library card program. Ms. Olawski stated the library is working with other school districts and charter schools in the county.

Ms. Cobb inquired if the library had an increase of materials being returned when the library went fine free. Ms. Olawski stated there was an increase of materials being returned.

**9. OLD BUSINESS:**

None.

**10. NEW BUSINESS:**

None.

**11. ANNOUNCEMENTS/MEMBERS REPORTS:**

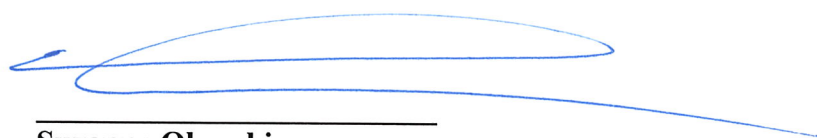
- a. Mr. Dove reported on a few facility issues at the JFK Library in Vallejo. There are a few broken windows that are still pending repair and there are issues with the fluorescent lighting. Ms. Olawski stated she will follow up with the City of Vallejo maintenance department.
- b. Ms. Cobb stated the library should consider continuing online programming.
- c. Ms. Schenk reported Alice Freed, of Town Square Writers, was one of the featured authors at the Authors Luncheon. Ms. Schenk reported the Town Square Writer's Group continues to meet and she shared her new book, *Mishka's Dream: A Christmas Story*.
- d. Ms. Barney attended the Authors Luncheon.

**12. DATE OF NEXT MEETING:**

January 24, 2022.

**13. ADJOURNMENT:**

The meeting adjourned at 7:26 p.m.



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**Suzanne Olawski**  
**Director of Library Services**