

VACAVILLE LIBRARY COMMISSION  
**Zoom Virtual Meeting**

June 14, 2021, 6:30 p.m.

Consistent with Executive Order N-29-20 from the Executive Department of the State of California and the Shelter in Place Order, the Vacaville Library Commission is not physically open to the public, and the meeting is held via teleconference.

Solano Library is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/89001220186?pwd=K2h5WDF4MTdMbHJzWlZyNEdhdmQ4Zz09>

Meeting ID: 890 0122 0186

Passcode: 878872

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 890 0122 0186

Passcode: 878872

**PUBLIC COMMENTS:** To submit public comments, please see the option below.

The moderator will recognize you for the discussion at the appropriate time. Speakers will provide their name to the Vacaville Library Commission after which the speaker will have five (5) minutes to speak.

AGENDA

1. CALL TO ORDER
2. ROLL CALL AND ESTABLISHMENT OF QUORUM
3. INTRODUCTIONS
4. APPROVAL OF MINUTES - Attachment 1
  - a. Vacaville Library Commission Meeting of May 10, 2021 –**ACTION**
5. APPROVAL OF AGENDA – **ACTION**
6. COMMENTS FROM THE FLOOR (5-minute time limit per individual)
  - a. Items on the Agenda – Persons wishing to speak to items on the agenda should so indicate to the President of the Commission at this time. You will be given an opportunity to speak on the subject at the time the item is discussed by the Commission.
  - b. Items Not on the Agenda – Persons wishing to speak to items not on the agenda should so indicate to the President of the Commission at this time. Subjects not on the agenda may be introduced at

this time, but no action may be taken on them at this meeting. Please stand and state your name and address.

7. CORRESPONDENCE
8. LIBRARIANS' REPORTS – The Vacaville libraries' Supervising Librarians' reports are issued in written format in the interest of time. Questions on any of the topics may be presented at the meeting - Attachment 2
9. NEW BUSINESS
  - a. Election of President-Commission will elect a President for the fiscal year 2021-2022.  
**ACTION**
10. OLD BUSINESS
  - a. Expansion of the Cultural Center Library-the Commission will receive an update on the expansion of the Cultural Center Library
11. ITEMS OF INTEREST TO THE COMMISSION
12. DATE OF NEXT MEETING September 13, 2021
13. ADJOURNMENT

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

Librarian's Report to the Vacaville Library Commission  
Vacaville Public Library-Cultural Center  
June 2021

Greetings, Commissioners:

We're excited to be moving into another summer reading challenge—of course, this year, the challenge is similar to last year: with distancing and many pandemic guidelines remaining in effect, we have been limited in some of the programming activities we can plan. In terms of events and performers, this will be a quiet summer. However, we have high hopes of making a splash with encouraging kids and families to participate in the reading portion of the challenge. In fact, Vacaville Cultural Center (VCC) currently accounts for 28% of registered participants across all nine branches. We're off to a good start!

May 17 saw the removal of appointments for library visitors. It's had promising results so far. Since lifting the requirement, I have had conversations with several visitors who have said they were in the library for the first time in over a year. Families have been very happy to be able to stop by on a whim. It's been a smooth transition, and one step closer to operating normally. We'll have a better sense of how the removal of appointments has affected operations once we have a month or two of circulation data to measure.

There were no suspensions during this reporting period.

Events to Highlight:

Although we are not doing a lot of programming this summer, we are attempting to offer outdoor activities. On Wednesday, June 16 from 10-12, Linda Benoit will be outside the library in the Cultural Center courtyard to offer a presentation and assistance to Veterans and their families, outlining the benefits available to them. Linda has been a long-time volunteer for the library. She is a retired Veterans Administration employee and has been eager to get back to helping veterans.

Our children's librarian will begin offering outdoor Storytimes beginning on Wednesday, June 30 at 10am. She's very excited to get back into that. We have canopies and shady areas of grass ready to go.

Mike Perkins  
Supervising Librarian  
Vacaville Public Library-Cultural Center

