

VACAVILLE LIBRARY COMMISSION
Zoom Virtual Meeting

March 8, 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

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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 January 11, 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. Proposed change of name of the Vacaville libraries- the Commission will discuss changing the names of the Vacaville libraries. **ACTION**
 - i. Vacaville Public Library-Cultural Center to Vacaville Cultural Center Library
 - ii. Vacaville Public Library-Town Square to Vacaville Town Square Library
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: May 10, 2021
13. ADJOURNMENT

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.

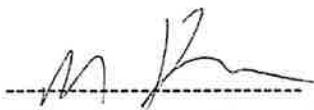
None.

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

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

Greetings, Commissioners:

The Vacaville Public Library-Cultural Center is the latest Library branch to have Automated Materials Handling (AMH) installed. This equipment helps us handle materials that have been returned to the library. Once the system is fully operational, library users will have their books, movies, and other materials removed from their account automatically as they feed them into the outdoor Returns slots. They will even have the option of receiving a receipt of all the materials they returned. This equipment is also designed to streamline some of the process for staff. The staff workroom now has a conveyor belt that can organize materials as they are returned, automatically sorting the materials into the appropriate bins so it is easier to prepare them to return to the shelves.

During the pandemic, the library has been observing a quarantine period for all borrowed materials before returning to them to the shelves to be made available to other users, as a precaution to prevent the potential spread of the virus. While that quarantine is in effect, the AMH equipment will not be fully operational for the public. We are looking forward to being able to flip the switch and put it to use, just as soon as the state's guidelines and statistics are to the point that we can lift the recommended quarantine period.

The Cultural Center branch remains the busiest branch during the pandemic. We had 3,900 appointments in February (2,341 who visited, and 1,559 people who used our Curbside service). We have seen a steady increase in visitors since we reopened back in June. It is our hope that will continue to be true. It has been very rewarding to see so many happy and grateful visitors, both young and old alike.

There were no suspensions during this reporting period.

Events to Highlight:

The Library's system-wide children's Craft Kits have been a huge hit. Children's staff across the system have been putting together activities that can be handed out, and then encouraging kids and families to join a Zoom get together later in the month to show off their work. This month, watercolors and pastel-colored pencils are being given out with Drawing Guides for how to make watercolor flowers. Previous months have seen Rock Painting and Gem Excavation. I believe Mason Jar Terrariums are in the works for a future month.

We have also expanded this idea to include teens, as well. The Virtual Teen Paint Night will happen on March 26, from 4 to 5 pm. Teens can pick up the supplies—paints, brushes, and a full size, stretched canvas—from any branch in Solano County. These have been a huge hit, prior to the pandemic, so we're looking forward to it.

Mike Perkins
Supervising Librarian
Vacaville Public Library-Cultural Center

Librarian's Report to the Vacaville Library Commission
Vacaville Public Library-Town Square (VTS)
March 8, 2021

Greetings, Commissioners:

From January to February, VTS welcomed 2,677 visitors, completed 1,643 curbside order requests, and circulated 9,141 items.

Upcoming events highlights include:

- A unique set of Take & Makes kits have been created for Young Adult age 12 – 18 library users. These kits consist of five paint colors, one paintbrush, one canvas, and an information card with detail of the upcoming Zoom programs that the kit will support. These programs are Zoom Virtual Afternoon Adventures – Young @ Art and Virtual Teen Night. More information on these virtual programs can be found on our website at www.solanolibrary.com
- The front entrance of VTS has been rearranged to include our entire Blu-ray disc movie collection and an additional YA new books category! These changes have been made based on library user feedback and VTS staff innovative ideas.

There were no suspensions for inappropriate use of the Internet during the reporting period.

Respectfully submitted,
Johnny Parker
Supervising Librarian
Solano County Library