



**Thursday, December 16, 2021  
Vacaville Library Board Organizational Meeting**

**Vacaville Unified School District  
Library District Organizational Meeting**

**EDUCATIONAL SERVICES CENTER  
401 Nut Tree Road  
Vacaville, California 95687  
6:45 PM**

**VUSD Board of Trustees meetings are conducted according to Rosenberg's Rules of Order**

**In compliance with the Americans with Disabilities Act, for those requiring special assistance to access the Board meeting room, to access written documents being discussed at the Board meeting, or to otherwise participate at Board meetings, please contact the Superintendent's Office at (707) 453-6101. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to the Board meeting and to provide any required accommodations, auxiliary aids or services.**

**Documents provided to a majority of the Governing Board regarding an open session item on this agenda will be made available for public inspection at the Educational Services Center located at 401 Nut Tree Road, Vacaville, CA 95687 during normal business hours. In addition, such writings and documents are posted to the District's website, <https://www.vacavilleusd.org>.**

## **1. TELECONFERENCE/ATTEND MEETING INFORMATION**

**Subject**                    **A. Options to view and/or participate in meeting**

Meeting                    Dec 16, 2021 - Vacaville Library Board Organizational Meeting

Category                    1. TELECONFERENCE/ATTEND MEETING INFORMATION

Type                        Procedural

There are three options to view and/or participate in this meeting:

- 1) Join Zoom webinar: [https://vacavilleusd.zoom.us/webinar/register/WN\\_IUb35bHnR0iNwY-5pWj89Q](https://vacavilleusd.zoom.us/webinar/register/WN_IUb35bHnR0iNwY-5pWj89Q)  
(This option is available for those who would like to listen/view the meeting online and make public comments under "Comments from the Floor". For this option, participants must register in advance by clicking on the Zoom Webinar link above. After registering, participants will receive a confirmation email with instructions about joining the webinar).
- 2) View BoardDocs live stream: <https://www.youtube.com/playlist?list=PLA4TLF5sgWi04Euu5-MmH0Ip66HNJU2ZZ>
- 3) Attend in-person at the Educational Services Center, 401 Nut Tree Road, Vacaville, CA 95687. Open session begins at 6:20 p.m. Face masks are required for all in-person attendees.

## **2. OPENING OF MEETING**

**Subject**                    **A. Establish Quorum/Call to Order**

Meeting                    Dec 16, 2021 - Vacaville Library Board Organizational Meeting

Category                    2. OPENING OF MEETING

Type Procedural

**Subject B. Approval of December 16, 2021 Agenda**

Meeting Dec 16, 2021 - Vacaville Library Board Organizational Meeting

Category 2. OPENING OF MEETING

Type Action

Recommended Action It is requested that the Board approve the December 16, 2021 agenda as presented.  
Board Member Vote:

Motion & Voting

It is requested that the Board approve the December 16, 2021 agenda as presented.  
Board Member Vote:

Motion by Michael Kitzes, second by Daniel Santellan.  
Final Resolution: Motion Passed  
Yes: Cecil Conley, Michele Dally, John Jansen, Michael Kitzes, Daniel Santellan, Santiago Serrato, Kelly Welsh

**Subject C. Approval of September 23, 2021 Minutes (attachment)**

Meeting Dec 16, 2021 - Vacaville Library Board Organizational Meeting

Category 2. OPENING OF MEETING

Type Action, Minutes

Recommended Action It is requested that the Board approve the September 23, 2021 minutes as presented.  
Board Member Vote:

Minutes [View Minutes](#) for Sep 23, 2021 - Vacaville Library Board Regular Meeting

File Attachments  
[September 23, 2021 Library District Meeting Minutes.pdf \(54 KB\)](#)

Motion & Voting

It is requested that the Board approve the September 23, 2021 minutes as presented.  
Board Member Vote:

Motion by Cecil Conley, second by Daniel Santellan.  
Final Resolution: Motion Passed  
Yes: Cecil Conley, Michele Dally, John Jansen, Michael Kitzes, Daniel Santellan, Santiago Serrato, Kelly Welsh

### **3. COMMENTS FROM THE FLOOR**

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**Subject A. Comments from the Floor**

Meeting Dec 16, 2021 - Vacaville Library Board Organizational Meeting

Category 3. COMMENTS FROM THE FLOOR

Type Public Comment

Persons wishing to address the Board may submit their request to speak in advance by completing a Request to Speak form. To submit a request in advance or to submit a written comment, please fill out this [form](#) by 5:30 p.m. on the day of the meeting. There is a 3-minute time limit per individual speaker; however, depending on the number of speakers on a specific topic, the 3-minute time limit may be reduced.

It is recommended that speakers attend the meeting in-person to guarantee their comment is heard by the Board and to avoid any technical issues with the delivery of public comment via Zoom.

Persons who have complaints against Board Members or staff are encouraged to seek resolution of those complaints by utilization of the Vacaville Unified School District written complaint procedure rather than orally addressing them at a meeting. Speakers are cautioned that under California law, no person is immune from liability for making intentionally false or defamatory comments regarding any person simply because those comments are made at a public meeting.

## **4. ELECTION OF OFFICERS**

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### **Subject                    A. Election of President**

Meeting                    Dec 16, 2021 - Vacaville Library Board Organizational Meeting

Category                    4. ELECTION OF OFFICERS

Type                        Action

Recommended            \_\_\_\_\_ be elected President of the Library Board for the term December 16, 2021 through  
Action                      December 15, 2022.  
Board Member Vote:

The Board will elect its President of the Library Board for the term December 16, 2021 through December 15, 2022.

#### Motion & Voting

Approve the election of Jansen as President of the Library Board for the term December 16, 2021 through December 15, 2022.

Board Member Vote:

Motion by Michael Kitzes, second by Daniel Santellan.

Final Resolution: Motion Passed

Yes: Michele Dally, John Jansen, Michael Kitzes, Daniel Santellan, Santiago Serrato, Kelly Welsh

Abstain: Cecil Conley

### **Subject                    B. Election of Secretary**

Meeting                    Dec 16, 2021 - Vacaville Library Board Organizational Meeting

Category                    4. ELECTION OF OFFICERS

Type                        Action

Recommended            \_\_\_\_\_ be elected Secretary of the Library Board for the term December 16, 2021 through  
Action                      December 15, 2022.  
Board Member Vote:

The Board will elect its Secretary of the Library Board for the term December 16, 2021 through December 15, 2022.

#### Motion & Voting

Approve the election of Daniel Santellan as Secretary of the Library Board for the term December 16, 2021 through December 15, 2022.

Board Member Vote:

Motion by Michael Kitzes, second by Cecil Conley.

Final Resolution: Motion Passed

Yes: Cecil Conley, Michele Dally, John Jansen, Michael Kitzes, Daniel Santellan, Santiago Serrato, Kelly Welsh

## 5. ACTION ITEMS

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**Subject**                    **A. Adoption of Resolution No. 1, 2021-22, Resolution for Vacaville Library Board Establishing Quarterly Meetings (attachment)**

Meeting                    Dec 16, 2021 - Vacaville Library Board Organizational Meeting

Category                    5. ACTION ITEMS

Type                        Action

Recommended            It is requested that the Board approve Resolution No. 1, 2021-22, Establishing Quarterly  
Action                    Library District Meetings.  
ROLL CALL VOTE:

Education Code Section 18380 requires quarterly Library Board meetings. This resolution enables the Library Board to schedule quarterly meetings accordingly.

File Attachments

[Resolution No. 1, 2021-22, Establishing Quarterly Library District Meetings.pdf \(12 KB\)](#)

### Motion & Voting

It is requested that the Board approve Resolution No. 1, 2021-22, Establishing Quarterly Library District Meetings.  
ROLL CALL VOTE:

Motion by Michele Dally, second by Cecil Conley.

Final Resolution: Motion Passed

Yes: Cecil Conley, Michele Dally, John Jansen, Michael Kitzes, Daniel Santellan, Santiago Serrato, Kelly Welsh

**Subject**                    **B. Establish Library Board Meeting Dates and Locations**

Meeting                    Dec 16, 2021 - Vacaville Library Board Organizational Meeting

Category                    5. ACTION ITEMS

Type                        Action

Recommended            It is requested that the Board approve the recommended Library Board meeting dates for  
Action                    2022, as presented.  
Board Member Vote:

The following dates are recommended for the regularly scheduled Library Board meetings for 2022: March 24, June 30, September 22, and December 15, 2022. Regular Library meetings are to be held at the Vacaville Unified School District's Educational Services Center.

### Motion & Voting

It is requested that the Board approve the recommended Library Board meeting dates for 2022, as presented.  
Board Member Vote:

Motion by Cecil Conley, second by Michele Dally.

Final Resolution: Motion Passed

Yes: Cecil Conley, Michele Dally, John Jansen, Michael Kitzes, Daniel Santellan, Santiago Serrato, Kelly Welsh

## 6. STAFF REPORTS AND PRESENTATIONS

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**Subject                    A. Library Commission Report**

Meeting                    Dec 16, 2021 - Vacaville Library Board Organizational Meeting

Category                    6. STAFF REPORTS AND PRESENTATIONS

Type                        Information

Library Commissioner Cathy Valdez will report on issues and items of interest to the Library Board.

**Subject                    B. Library Director's Report**

Meeting                    Dec 16, 2021 - Vacaville Library Board Organizational Meeting

Category                    6. STAFF REPORTS AND PRESENTATIONS

Type                        Information

Solano County Director of Library Services Suzanne Olawski will provide a report on current issues and items of interest to the Library Board.

**7. ADJOURNMENT**

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**Subject                    A. Adjourn December 16, 2021 Meeting**

Meeting                    Dec 16, 2021 - Vacaville Library Board Organizational Meeting

Category                    7. ADJOURNMENT

Type                        Procedural

**Vacaville Library Board Regular Meeting (Thursday, September 23, 2021)**

Generated by Teresa Flores on Friday, September 24, 2021

**Members present**

Cecil Conley, John Jansen, Michael Kitzes, Daniel Santellan, Kelly Welsh

**Meeting called to order at 6:22 PM**

## 1. TELECONFERENCE/ATTEND MEETING INFORMATION

Procedural: A. Options to view and/or participate in meeting

## 2. OPENING OF MEETING

Procedural: A. Establish Quorum/Call to Order

President Kitzes called the meeting to order at 6:22 p.m.

Action: B. Approval of September 23, 2021 Agenda

It is requested that the Board approve the September 23, 2021 agenda as presented.

Board Member Vote:

Motion by John Jansen, second by Cecil Conley.

Final Resolution: Motion Passed

Yes: Cecil Conley, John Jansen, Michael Kitzes, Daniel Santellan, Kelly Welsh

Action: C. Approval of June 24, 2021 Minutes (attachment)

It is requested that the Board approve the June 24, 2021 Regular Library Board meeting minutes as presented.

Board Member Vote:

Motion by John Jansen, second by Cecil Conley.

Final Resolution: Motion Passed

Yes: Cecil Conley, John Jansen, Michael Kitzes, Daniel Santellan, Kelly Welsh

## 3. COMMENTS FROM THE FLOOR

Public Comment: A. Comments from the Floor: 3-minute time limit per individual; 21-minute time limit per topic

There were no comments from the floor.

## 4. ACTION ITEMS

Action: A. Adoption of the Vacaville Library District Revised Budget for 2021-22 (attachments)

It is requested that the Board approve the 2021-22 Vacaville Library District revised budget as presented.

Board Member Vote:

Motion by John Jansen, second by Kelly Welsh.

Final Resolution: Motion Passed

Yes: Cecil Conley, John Jansen, Michael Kitzes, Daniel Santellan, Kelly Welsh

## 5. STAFF REPORTS AND PRESENTATIONS

Information: A. Library Commission Report

Library Commissioner Cathy Valdez reported that the Summer Reading Program was a success, with over 3,000 books read; September is Library Card and Adult Literacy month; a COVID-19 vaccination clinic was held last week at the Town Square library; the School of Rock band performed at Town Square last week; and many in-person library programs are being offered in addition to the current online programs.

Information: B. Library Director's Report

Solano County Director of Library Services Suzanne Olawski reported that the library hours and services are being expanded; Reading Challenge and Book Flix programs are being offered this fall for elementary-aged children; music streaming service is now available for patrons; and public access computers are being upgraded. Ms. Olawski also provided information on the timeline and process of the Cultural Center expansion.

## 6. ADJOURNMENT

Procedural: A. Adjourn September 23, 2021 Meeting

There being no further business, President Kitzes adjourned the meeting at 6:41 p.m.

**VACAVILLE UNIFIED SCHOOL DISTRICT**

**RESOLUTION NO. 1, 2021-22**

**RESOLUTION OF THE VACAVILLE LIBRARY DISTRICT BOARD  
REGARDING QUARTERLY MEETINGS**

WHEREAS, the Vacaville Unified School District Library District Board of Trustees serves as the governing body for the Vacaville Public Library when sitting as the Vacaville Library District Board of Trustees; and

WHEREAS, according to amended Education Code Section 18380, a Board of Library Trustees shall schedule meetings quarterly at such time and place as it may fix by resolution.

NOW, THEREFORE, BE IT RESOLVED that the Vacaville Library District Board of Trustees will meet quarterly at a place, time, and date to be advertised in accordance with applicable regulations.

PASSED AND ADOPTED by the Vacaville Library Board of Trustees, Vacaville, Solano County, California, this 16<sup>th</sup> day of December 2021 by the following votes:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

CERTIFICATION

I, \_\_\_\_\_, Secretary to the Vacaville Unified School District Library Board, do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the said Board at a regular meeting thereof at the time and by the vote above stated, which Resolution is on file in the administrative offices of said School District.

\_\_\_\_\_  
Secretary