

SOLANO COUNTY LIBRARY ADVISORY COUNCIL

Monday, January 23, 2017

6:30 p.m.

LOCATION: Becker-Balmer Room, Fairfield Civic Center Library

NOTE: Please call Library Headquarters (784-1505) before noon on the Friday before the day of the meeting to let staff know whether or not you will attend the meeting.

The County of Solano, in compliance with the Americans with Disabilities Act of 1990, will provide accommodations for persons with disabilities who attend public meetings. If you wish to attend this meeting and you will require assistance in order to participate, please call the Supervising Librarian at 1-866-572-7587 at least 48 hours in advance of the event to make reasonable arrangements to ensure accessibility to this meeting.

Non-confidential materials related to an item on this Agenda submitted to the Board after distribution of the agenda packet are available for public inspection at the Fairfield Civic Center Library, 1150 Kentucky Street, Fairfield, CA during normal business hours.

**AGENDA**

1. CALL TO ORDER
2. ROLL CALL AND ESTABLISHMENT OF QUORUM
3. INTRODUCTIONS
- ACTION 4. APPROVAL OF MINUTES AS MAILED FOR MEETING OF November 21, 2016 – (Please bring with you)
- ACTION 5. APPROVAL OF AGENDA
6. PUBLIC COMMENT\*
7. CORRESPONDENCE
8. DIRECTOR'S REPORT – Attachment
9. OLD BUSINESS
  - a. Strategic Plan Update – the Council will receive an update on the Strategic Plan
  - b. FY 2016-2017 Budget – The Council will receive an update on the FY 2016-2017 budget.
10. NEW BUSINESS
  - a. Topics/goals of the Solano County Library Advisory Council – the Council will discuss their topics/goals for the coming year.
  - b. Election of Officers – the Council will elect a Chair and Vice-Chair for 2017.

11. ANNOUNCEMENTS/MEMBER REPORTS
12. DATE OF NEXT MEETING – March 20, 2017
13. ADJOURNMENT

**\*Members of the public may speak for up to five (5) minutes per person, not to exceed 20 minutes.**

Minutes of the  
**SOLANO COUNTY LIBRARY ADVISORY COUNCIL**  
**Monday, November 21, 2016**

1. **CALL TO ORDER:** The meeting was called to order by Chair Overholt at 6:30 p.m.
2. **ROLL CALL AND ESTABLISHMENT OF QUORUM:**  
  
**Members Present:** Diane Barney, Kathryn Clark Silveira, Bruce DuClair, Gloria Felder, Neil Hall, Ron Heinrich, Kurt Overholt, Dotty Schenk  
  
**Members Absent:** Teena Miller  
  
**Others Present:** Bonnie Katz, Director of Library Services, Tamie Tvrdik, Clerical Supervisor
3. **INTRODUCTIONS:** None.
4. **APPROVAL OF MINUTES AS MAILED FOR MEETING OF September 19, 2016:** Mr. DuClair moved to approve the minutes of the September 19, 2016 meeting; seconded by Mr. Heinrich. Motion carried. So ordered by 8-0.
5. **APPROVAL OF AGENDA.** Mr. Heinrich moved to approve the November 21, 2016 agenda; Mr. DuClair seconded. Motion carried. So ordered by 8-0 vote.
6. **PUBLIC COMMENT:** None.
7. **CORRESPONDENCE:** None.
8. **DIRECTOR'S REPORT:** In addition to Ms. Katz's report, she explained that the Library now has three branch managers: Malissa Knapp oversees the Vacaville libraries and Rio Vista, Lani Clarke oversees the Fairfield libraries including Suisun and Cordelia and newly hired Deb Sica oversees the Vallejo libraries. The Library has hired an Administrative Services Manager, Lee Ann Austin and she will start on December 5<sup>th</sup>. This position oversees the business part of administration including budget. The Library is still in recruitment mode for a part time Library Aide, two Supervising Library Assistants and some extra help positions.

Ms. Katz distributed postcards advertising HOOPLA – the Library's new downloadable streaming free digital media service featuring movies, music, ebooks, comics and more.

Ms. Katz informed the SCLAC that the Library has hired a consultant to research automated materials handling (AMH) a process where the returned materials goes down a conveyor belt and sorts the different types of materials. This system allows the Library to move materials much more quickly through the system, gives customer a receipt at the time they return their items, presorts materials on carts and gets them back on the shelves quicker. The cost was put in the Library's 2016-2017 budget. AMH would be possible for 6 of the 8 branches – Rio Vista and Springtowne branches are too small to have this type of equipment. Along with this project, the Library would like to install RFID – radio frequency ID tags that would speed up the process even

more. This project would not be cost effective if our partners do not agree to it so Ms. Katz will be discussing this at the next SPLASH Director's meeting. The next step would be to go out for an RFP to see which company would work best for the Library. Some advantages of having RFID are easier return and location of materials, and also acts as an inventory control system.

**9. OLD BUSINESS:**

Strategic Plan Update – the Council will receive an update on the Strategic Plan

Ms. Katz announced that all of the information has been gathered for the new strategic plan and staff are working on the direction that the Library is going to take. She added that the community has responded very well and she thanked the Advisory Council for their input. Ms. Katz reported that she will be taking an agenda item to the Board of Supervisors in late January/early February with the new Strategic Plan. Mr. Fink will be addressing the Advisory Council in January with an update.

Measure L Oversight Committee- the Council will receive an update on the Measure L Oversight Committee.

Ms. Katz took the minutes and report from the Measure L Oversight Committee to the Board of Supervisors meeting and the Board accepted it. However the Library did not have a representative from the City of Suisun this year because the appointed person is no longer able to attend. Therefore, Ms. Katz suggested that she submits an agenda item to the Board of Supervisors to amend the Measure L Oversight Committee to include the names of the representative and their term limits such as they do for the Solano County Library Advisory Council. The Advisory Council agreed.

**10. NEW BUSINESS: None.**

**12. ANNOUNCEMENTS/MEMBER REPORTS:**

- a. Ms. Barney announced the Author's Luncheon was really nice. 264 people attended.
- b. Ms. Clark Silveira announced that she coaches family childcare providers and out of her 8 clients only one was using the Library but now 6 of them are.

**13. DATE OF NEXT MEETING: Due to the Martin Luther King Holiday on January 16<sup>th</sup>, the next Advisory Council meeting will be on January 23, 2017.**

**14. ADJOURNMENT: The meeting adjourned at 7:15 p.m.**

  
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**BONNIE A. KATZ**  
**Director of Library Services**

**Report of the Director of Library Services  
to the Solano County Library Advisory Council  
January 2017**

**Personnel**

We will be opening another Library Aide recruitment to fill the half time position at the John F. Kennedy Library and extra help positions.

The recruitment for a Literacy Program Assistant has closed with over 35 applicants applying. We will be holding an oral board to rank candidates in early February and hope to have the position filled by the end of February.

The recruitment for the Supervising Library Assistant positions at both Vacaville Libraries has closed and we seem to have a good candidate pool. We hopefully will have both positions filled in February

**Measure L**

The annual celebration of the restoration of services brought about by the passage of Measure L (1/8<sup>th</sup> cent added to the local sales tax) is slated for January. Amazingly enough, this year marks the 3rd year of the Measure L celebration. Along with the passage of Measure L, which has renewed the sales tax for an additional sixteen years, we are thanking the public for their vote and support of the Library.

We are particularly proud that we have lived up to the promises made during the Measure B and L campaigns to restore hours, the collection and improve services to children and youth. In fact, not only did we restore hours, we also increased them beyond what they were in the early 1990s before the cuts occurred. We will continue this event as Measure L continues the “Promises Made, Promises Kept” celebration.

**Budget**

We have just completed the midyear budget projection and I am happy to report that our revenues look good so that we are well within budget. I will be discussing the midyear budget with you at your meeting.

**Quilt Display**

Throughout the month of February, the Library will be celebrating Black History Month with our fifth year of quilt displays in all of the branches. The quilts are the work of the Quilting Sisters, a group of women that has been quilting together for the last 14 years. They have donated quilts to many non-profits including Mission Solano and U.C. Davis Medical Center. The branches will also be having programs on quilting and African American History.

**Super Saturday – Free Tax Preparation**

We will once again participate in free tax preparation for low income families at four of our libraries – Fairfield, John F. Kennedy, Suisun and Vacaville Cultural Center. We partner with United Way to provide this service.