

SOLANO COUNTY LIBRARY ADVISORY COUNCIL

Monday, January 22, 2018

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 20, 2017 – (Please bring with you)
- ACTION 5. APPROVAL OF AGENDA
6. PUBLIC COMMENT\*
7. CORRESPONDENCE
8. DIRECTOR’S REPORT – Attachment
9. OLD BUSINESS
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 2018.
  - c. Diversity 2.0: Cracking the Codes training – the Council will hear a presentation from Anika Johnson, Literacy Program Assistant
11. ANNOUNCEMENTS/MEMBER REPORTS
12. DATE OF NEXT MEETING – March 19, 2018
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 20, 2017**

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, Stephanie Cobb, Gloria Felder, Ron Heinrich, Kurt Overholt, Dotty Schenk  
  
**Members Absent:** Kathryn Clark Silveira, Neil Hall  
  
**Others Present:** Cassandra Patton, Bonnie Katz, Director of Library Services, Tamie Tvrdik, Clerical Supervisor
3. **INTRODUCTIONS:** Stephanie Cobb has been appointed by Supervisor Monica Brown to represent District 2. Cassandra Patton has been recommended by the Vacaville Library Commission to the Vacaville Library Board to be appointed as a Commissioner on the Vacaville Library Commission. She may be representing the Commission in future Library Advisory Council meetings.
4. **APPROVAL OF MINUTES AS MAILED FOR MEETING OF September 18, 2017:** Mr. Heinrich moved to approve the minutes of the September 18, 2017 meeting; seconded by Ms. Barney. Motion carried. So ordered by 6-0 vote.
5. **APPROVAL OF AGENDA.** Ms. Schenk moved to approve the agenda for November 20, 2017; Ms. Felder seconded. Motion carried. So ordered by 6-0 vote.
6. **PUBLIC COMMENT:** None.
7. **CORRESPONDENCE:** None.
8. **DIRECTOR'S REPORT:** Ms. Katz informed the Advisory Council that Mark Fink, Deputy Director, has left to be the County Librarian at Yolo County. She stated that there have been several reassignments requested by staff and that the Library continues to be recruiting for a number of positions. The Union has ratified and the Board of Supervisors approved their contract which went into effect several weeks ago. Ms. Katz informed the Council that the 4% COLA and additional cost of medical was not built into the FY 17-18 budget. The County will do a mid-year budget and at that time the Library will make an amendment to their budget to cover the additional employee costs if necessary. The Union contract is a two-year contract.

In response to Mr. Overholt's inquiry regarding the Automated Materials Handling project, Ms. Katz informed the Council that the contract to Bibliotheca may go to the Board of Supervisors in December and then work can get started in the coming year. Most of the work is done in the back of the house so branches should remain open.

Ms. Katz shared that during the fire in October, the fire line was two miles from the Cordelia Library; therefore, that library was closed for one week and staff chose to take annual leave or work at other branches during that time. JFK was also closed for one evening due to the smoke.

Ms. Katz stated that the Solano Kids Read program, funded by the Solano County Library Foundation, has wrapped up with 2800 kids signed up earning 1100 reading challenges.

**9. OLD BUSINESS:**

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

Ms. Katz reported that on October 24, 2017, the Board of Supervisors accepted the annual report from the Measure L Library Independent Citizen’s Oversight Committee on the use of library sales tax funds for the period of July 1, 2016 through June 30, 2017.

- b. Update on repurposing the Computer Center at the Vacaville Town Square Library – The Council will receive an update on the repurposing of the Computer Center at the Vacaville Town Square Library

Ms. Katz reported the staff from Lowes, library staff and teen volunteers have been working together on the renovation. Through a grant from the CA State Library, an interior designer has been assigned to work with library staff to select furnishings and look at ways to intertwine the teen center with the existing teen space. The project should be completed next fall.

**10. NEW BUSINESS: None.**

**11. ANNOUNCEMENTS/MEMBER REPORTS:**

Ms. Barney reported that she attended and enjoyed the Authors’ Luncheon. She commented that the authors were very engaging. Proceeds from the Authors Luncheon support the Library’s Reach Out and Read pediatric literacy program.

12. **DATE OF NEXT MEETING:** Due to the Martin Luther King Holiday, the next Solano County Advisory Council meeting will be on the fourth Monday of January - Monday, January 22, 2018.

13. **ADJOURNMENT:** The meeting adjourned at 7:15p.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 2018**

**Personnel**

Once again we are in full blown recruitment mode. We have decided not to fill the Deputy Director position at this time. The recruitment for Library Branch Manager (Fairfield cluster) closed on January 18. The oral board for the Supervising Library Assistant (Vacaville Cultural Center) position was held on January 9. We will be setting up an interview panel shortly.

The recruitment for the 3.5 FTE librarian positions closed on January 8. We have 21 candidates for the oral board.

We will also be interviewing for the 2.5FTE vacant Library Associate positions and the half time Library Aide position.

In addition we will try to fill extra help positions in the librarian, library associate and library aide classification.

**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 4th 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.

**Quilt Display**

Throughout the month of February, the Library will be celebrating Black History Month with our sixth 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. This year they are partnering with the Sew What quilting group for the displays. 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.

**Diversity 2.0: Cracking the Codes Training**

Anika Johnson, Literacy Program Assistant will be attending your meeting to discuss the upcoming training that we have planned for staff. This training utilizes the film *Cracking the Codes: The System of Inequities*. The purpose of the training is to provide library staff with additional competencies that can be used when interacting with Solano County's diverse community, to meet the goals of our strategic plan and provide opportunities to examine our processes and procedures to ensure the Library is a welcoming environment for all.

Finally, I will not be at this meeting. Suzanne Olawski, Assistant Library Director will attend.