

SOLANO COUNTY LIBRARY ADVISORY COUNCIL

Monday, July 15, 2019

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 May 20, 2019 – (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. Dixon Public Library – the Board will discuss the Dixon Public Library
 - b. Report from the Deputy Director of Support Services – the Board will hear a report from Nancy Wilson, Deputy Director of Support Services
11. ANNOUNCEMENTS/MEMBER REPORTS
12. DATE OF NEXT MEETING – September 16, 2019
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, May 20, 2019

1. **CALL TO ORDER:** The meeting was called to order by Chair Barney at 6:30 p.m.
2. **ROLL CALL AND ESTABLISHMENT OF QUORUM:**

Members Present: Diane Barney, Kathryn Clark Silveira, Stephanie Cobb, Neil Hall, Ron Heinrich, Maria Hernandez, Kurt Overholt, Cassandra Patton, Dotty Schenk

Members Absent: Gloria Felder

Others Present: Bonnie Katz, Director of Library Services, Jessica Jupitus, Deputy Director, Tamie Tvrdik, clerical
3. **INTRODUCTIONS:** Jessica Jupitus, Deputy Director of Public Service, introduced herself.
4. **APPROVAL OF MINUTES AS MAILED FOR MEETING OF March 18, 2019:**
Ms. Barney moved to approve the minutes of the March 18, 2019 meeting; seconded by Mr. Overholt. Motion carried. So ordered by 9-0 vote.
5. **APPROVAL OF AGENDA.** Ms. Clark Silveira moved to approve the agenda for May 20, 2019; Mr. Heinrich seconded. Motion carried. So ordered by 9-0 vote.
6. **PUBLIC COMMENT:** None.
7. **CORRESPONDENCE:** None.
8. **DIRECTOR'S REPORT:** In addition to Ms. Katz's written report, she added that there was a successful recruitment for supervising librarian for the Cordelia Library. There are still 15 vacancies for departmental aides throughout the libraries and interviews will take place this week. Also there are vacancies for Library Associate and Library Assistant.

Ms. Katz distributed the Summer Reading Challenge 2019 booklets. This booklet covers all events at all branches for summer reading for children, tweens, teens, adults and families.

Ms. Katz added that the conceptual drawings for the Automated Materials Handling (AMH) for the JFK branch are almost completed.

The Library has just received three Request for Proposals (RFP) for the Facility Master Plan which we hope to have a decision by the end of July.

In response to Ms. Schenk's inquiry about the summer lunch program, Ms. Jupitus informed the Council they will be at FCC, JFK, RIO and VTS.

9. OLD BUSINESS:

Budget update – The Council will hear a budget update.

Ms. Katz reported that there are no changes from what the Advisory Council discussed in March. The budget will be presented to the Board of Supervisors in June for approval. She added that the union will go into negotiations in the fall and that there may be a COLA. She reminded the Council that the Library is non-general fund department and since the Library covers their own expenses the Board does not ask a lot of questions during budget hearings.

10. NEW BUSINESS:

Public Service Update – Jessica Jupitus, Deputy Director, will present an update on plans and programs that are happening in Public Service

Ms. Jupitus informed the Council of the many projects that she has been working on since she started at the end of October. Please see her attached report. (Attachment A)

She also showed a 5-minute literacy video that was played at the 25-year literacy celebration.

11. ANNOUNCEMENTS/MEMBER REPORTS:

- a. Mr. Heinrich announced that he attended the National Volunteer Week celebration and that the library had 423 volunteers with 38,000 volunteer hours.
- b. Ms. Schenk announced that VTS is having another writers boot-camp in October. In addition to the writing classes she is also involved in the water color programs and needle felting programs at VTS.
- c. Ms. Hernandez announced that she also attended the celebration for National Volunteer Week. She inquired about business cards because she promotes the library .
- d. Ms. Clark Silveira announced that her last session of Mindful Movement at JFK was completed and she will be doing two sessions in Rio Vista over the summer.
- e. Ms. Clark Silveira is a literacy tutor and her student has successfully completed the program and is starting a business.
- f. Ms. Barney announced that she is getting inducted as the Chair of the Vacaville Chamber of Commerce at the end of June.

12. DATE OF NEXT MEETING: The next Solano County Advisory Council meeting will be Monday, July 15, 2019 at 6:30 pm.

13. ADJOURNMENT: The meeting adjourned at 7:17 p.m.



BONNIE A, KATZ
Director of Library Services

**Report of the Director of Library Services
to the Solano County Library Advisory Council
July 2019**

Personnel

Recruitments

We are still in recruitment mode. We held interviews for the adult and young adult services vacant librarian positions on July 3. There were no viable candidates, so we will need to open a new recruitment.

We have closed the recruitments for the Literacy Program Assistant, Library Assistant and Library Associate. We are awaiting the lists from our Human Resources department so we can schedule interviews.

With the passage of the budget, we will be opening a recruitment for an additional Information Technology Specialist. We hope to have this position filled by September.

Staff changes/promotions

Shazia Wilson has been promoted to Supervising Librarian at the Cordelia Library. Shazia has been with the Library for the past year as an adult services librarian and worked in other California Libraries before joining our staff.

Jeremy Kwan has been promoted to the full-time Library Assistant position at the Cordelia Library. He began as a Departmental Aide in 2004 and has been working as a half-time Library Assistant at the Springtowne Library since 2009.

Reassignments

David Greene has been reassigned to the Adult Librarian position at the Fairfield Library and Nancy Wirt has been reassigned to the Adult Librarian at the Kennedy Library.

Nefertari Guice has been reassigned to the full-time circulation Library Associate at the Vacaville Town Square Library.

Summer Reading Challenge

Summer Reading Challenge is in full swing with programs for all ages. As you recall we have changed the format of the Summer Reading Program to a “challenge”. Everyone from children to adults can read and win prizes. We began the program June 1 and it ends on July 31. To date we have over 7,300 folks signed up for the Summer Reading Challenge. The registrations for the different age groups are as follows: Pre –Reader – 1,112, Children – 3,293, Teens – 474 and Adults – 2,440.

Dixon Public Library

Dixon has approached the County Library to enter into contract negotiations for the County to run Dixon Library. The Dixon Library Board approved entering into contract negotiations at their Library Board meeting on June 27. We are currently working with Dixon to work out an agreement.

Library Program Updates

Nancy Wilson, Deputy Director for Support Services, will be at your meeting to give you an update on some of the plans and programs that are happening in support services.