

SOLANO COUNTY LIBRARY ADVISORY COUNCIL

Monday, July 20, 2020

Zoom Virtual Meeting

6:00 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 Solano County Library Advisory Council is not physically open to the public, and the meeting is held via teleconference.

Join Zoom Meeting

<https://us02web.zoom.us/j/89660323757>

Meeting ID: 896 6032 3757

One tap mobile

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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 Advisory Council 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
- ACTION 4. APPROVAL OF MINUTES AS MAILED FOR MEETING OF May 18, 2020
- ACTION 5. APPROVAL OF AGENDA
6. PUBLIC COMMENT*
7. CORRESPONDENCE
8. DIRECTOR'S REPORT – Attachment
9. OLD BUSINESS
10. NEW BUSINESS
 - a. The Council will receive an update on the phased reopening of library branches
11. ANNOUNCEMENTS/MEMBER REPORTS
12. DATE OF NEXT MEETING – September 21, 2020
13. ADJOURNMENT

Minutes of the
SOLANO COUNTY LIBRARY ADVISORY COUNCIL
Zoom Virtual Meeting
Monday, May 18, 2020

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

Members Present: Stephanie Cobb, Dotty Schenk, Diane Barney, Ronald Heinrich, Neil Hall, Kurt Overholt, Deborah Campson, Dave McCallum

Members Absent: Kathryn Clark Silveira, Maria Hernandez

Others Present: Bonnie Katz, Director of Library Services, Josette Lacey, District Representative for Supervisor Hannigan, Cathy Sheldon, clerical
3. **INTRODUCTIONS:** Ms. Katz introduced new member Ms. Campson, representing the City of Suisun City. Ms. Campson shared her background working with schools for 20 years.
4. **APPROVAL OF MINUTES AS MAILED FOR MEETING OF January 27, 2020:**
After the correction was made by Ms. Barney to the minutes of January 27, 2020, Mr. Overholt moved to approve the minutes as amended; seconded by Ms. Schenk. Motion carried. So ordered by 8-0 vote.
5. **APPROVAL OF AGENDA.** Mr. Heinrich moved to approve the agenda for the May 18, 2020 meeting; Mr. Overholt seconded. Motion carried. So ordered by 8-0 vote.
6. **PUBLIC COMMENT:** None.
7. **CORRESPONDENCE:** None.
8. **DIRECTOR'S REPORT:** Ms. Katz's reviewed her written report, she highlighted personnel changes and open recruitments, budget (on agenda to discuss), Women's History Celebration, Annual Literacy Celebration 2021, Amy Tan rescheduled event 2021, and automated materials handling update.

Ms. Katz updated the Council on services during the Library's closure due to COVID 19. The library offers curbside pickup, curbside delivery via appointment, online storytimes, bookclubs, and live storytimes. The library continues to do business but differently. Ms. Katz stated the library has been working with County's outward and internal committees on how the library will reopen to the public. The target date to open the three large branches is June 1, Monday-Friday; the plans are still pending. The three large branches are JFK, VCC and FCC. The library will evaluate the openings of the large branches and will plan for the opening of the smaller branches later. The library has PPE (personal protective equipment) which includes: protective screens at service desks, mapping spaces for social distancing, masks, gloves, hand sanitizer and disinfecting wipes. The library had a soft opening of the book drops today. Materials that are returned will be

quarantined for 72 hours before they are processed. The library ordered software for staff to be able to stay behind their computers and help customers on the public computers; this will help with social distancing. The library is trying to keep the staff and public safe as possible.

Mr. Hall inquired with the high unemployment rates if this will affect the library recruitments. Ms. Katz stated the current job openings were in place prior to COVID 19 so there is no issue with the library recruitments. Mr. Overholt inquired about the status of the librarian opening at Rio Vista. Ms. Katz reported reference checks are being conducted. Ms. Cobb would like an update at the next meeting how the library will get the students back into the library as the schools open again, specifically the students from Suisun Elementary. Ms. Katz said the supervising librarian and branch manager will work with Suisun Elementary on getting the students back into the library safely once they open. Ms. Katz reported the Dixon Library Governing Board is still working on the recruitment to obtain a member to represent Dixon on the SCLAC. Hopefully by July there will be a new member.

9. OLD BUSINESS: None

10. NEW BUSINESS:

- a. Proposed Budget FY 2020-2021 – the Council will discuss the proposed budget for next year and may take action.

Mr. Overholt moved to approve the proposed budget FY 2020-2021; Mr. McCallum seconded. Motion carried. So ordered by 8-0 vote.

11. ANNOUNCEMENTS/MEMBER REPORTS:

- a. Ms. Cobb shared a story about one of her distant learner students who said *Pete the Cat Snow Daze* reminded her about quarantine because she can't leave the house.
- b. Ms. Schenk reported her VTS Writer's group is meeting via Zoom.
- c. Ms. Barney reported she attended her book club via Zoom.
- d. Mr. Heinrich asked if the Council will meet in person in July; Ms. Katz stated it depends on the direction received from the Solano County Health Officer.
- e. Mr. Hall reported he needs a haircut; his wife is trimming his hair however he's looking forward to getting his haircut when the barbershops open again.
- f. Mr. Overholt did not have anything to report.
- g. Ms. Campson did not have anything to report.
- h. Mr. Callum reported on the VPEF (Vacaville Public Education Foundation), Loop the Lagoon, virtual 2 mile walk, 5K run, 10K run. He is still getting the final totals but there was an increase in participation this year. It was based on honesty and participants could walk or run.

12. DATE OF NEXT MEETING: The next Solano County Advisory Council meeting will be Monday, July 20, 2020 at 6:30 p.m.

13. **ADJOURNMENT:** The meeting adjourned at 7:10 p.m.



BONNIE A. KATZ
Director of Library Services

**Report of the Director of Library Services
to the Solano County Library Advisory Council
July 2020**

Personnel

With the passage of the budget, we will be opening a recruitment for an Office Assistant III.

We currently have a vacant children's librarian and supervising librarian position at the Kennedy Library. We will be opening recruitments for both positions.

We have also been able to fill some vacant positions. Brian Boies has accepted the supervising librarian position at the Suisun City Library. Lana Detomaso has accepted the full-time adult librarian position at the Cordelia Library. Taylor Cecil has accepted the part-time youth services position at the Rio Vista Library.

In addition, Feliz Moreno has accepted the full-time library associate position in circulation at the Cordelia Library. Makayla Walker has accepted the full-time library associate position in teen services at the Suisun City Library.

Finally, Ellen Visser has been reassigned to the collection development librarian in Technical Services.

Summer Reading Challenge

Summer Reading Challenge is in full swing with virtual 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 May 1 and it ends on July 31. To date we have over 1,300 folks signed up for the Summer Reading Challenge. So far 165 folks have completed the program and 399,857 minutes have been read.

Auto-renewal for checked out materials

We have instituted auto-renewals beginning July 1st. The auto-renewal occurs 3 days before the due date to give customers sufficient time to return items if they can't be auto-renewed. All items may be auto-renewed a maximum of 2 times and will not auto-renew if there is an outstanding hold on the title.

Update on Library Services

I'll be updating the Council on how we are providing Library services now that we have limited open hours.