

SOLANO COUNTY LIBRARY ADVISORY COUNCIL

Monday, March 15, 2021

Zoom Virtual Meeting

6:30 p.m.

Consistent with Executive Order N-29-20 from the Executive Department of the State of California, the Solano County Library Advisory Council is not physically open to the public, and the meeting is held via teleconference.

Join Zoom Meeting

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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 January 25, 2021
- ACTION 5. APPROVAL OF AGENDA
6. PUBLIC COMMENT*
7. CORRESPONDENCE
8. DIRECTOR'S REPORT – Attachment
9. NEW BUSINESS
- ACTION 10. Proposed Budget FY 2021-2022 – the Council will discuss the proposed budget for next year and may take action.
10. ANNOUNCEMENTS/MEMBER REPORTS

11. DATE OF NEXT MEETING – May 17, 2021
12. ADJOURNMENT

Minutes of the
SOLANO COUNTY LIBRARY ADVISORY COUNCIL
Zoom Virtual Meeting
Monday, January 25, 2021

1. **CALL TO ORDER:** The meeting was called to order by Chair Clark Silveira at 6:30 p.m.

2. **ROLL CALL AND ESTABLISHMENT OF QUORUM:**

Members Present: Kathryn Clark Silveira, Stephanie Cobb, Dotty Schenk, Diane Barney, Ronald Heinrich, Neil Hall, Dave McCallum, Maria Hernandez, Lloyd McCabe

Members Absent: Kurt Overholt

Others Present: Bonnie Katz, Director of Library Services; Cherylyn Hunt, Literacy Program Manager; Cathy Sheldon, clerical

3. **INTRODUCTIONS:**

None

4. **APPROVAL OF MINUTES AS MAILED FOR MEETING OF September 21, 2020:**

Mr. Hall moved to approve the minutes of the September 21, 2020 meeting; seconded by Mr. McCabe. Motion carried. So ordered by 9-0 vote.

Yes Kathryn Clark Silveira
Yes Stephanie Cobb
Yes Dotty Schenk
Yes Diane Barney
Yes Ronald Heinrich
Yes Neil Hall
Yes Dave McCallum
Yes Maria Hernandez
Yes Lloyd McCabe

5. **APPROVAL OF AGENDA.** Mr. Heinrich moved to approve the agenda for the January 25, 2021 meeting; Ms. Barney seconded. Motion carried. So ordered by 9-0 vote.

Yes Kathryn Clark Silveira
Yes Stephanie Cobb
Yes Dotty Schenk
Yes Diane Barney
Yes Ronald Heinrich
Yes Neil Hall
Yes Dave McCallum
Yes Maria Hernandez

Yes Lloyd McCabe

6. **PUBLIC COMMENT:** None.

7. **CORRESPONDENCE:** None

8. **DIRECTOR’S REPORT:**

In addition to Ms. Katz’s written report, she reported Governor Newsom lifted the stay-at-home order; people can come back into the library. The library will open on Friday, January 29, 2021, for in-person appointments only.

Ms. Katz reported curbside service continues to increase and the library will most likely continue to provide curbside service once the library opens again at full capacity.

Ms. Katz reported the facility master plan should be completed by March. The library is working on re-branding, updating the website, and providing Student Access cards to all students within Solano County. Eventually every student in Solano County will have a library card.

The library continues to interview/recruit for open positions.

Ms. Barney inquired when the Friends will accept donations again. Ms. Katz stated once the pandemic is under control, however no specific date has been established, possibly within 6-9 months. The library continues to quarantine incoming materials for 96 hours before returning them to the shelves.

Ms. Cobb inquired about the book drops; is the library still putting them in place. Automated Material Handling (AMH) has been installed in four of the nine branches. Ms. Katz stated AMH is being installed at VCC. There was an issue with installing AMH at the Suisun library since the school district owns the property and is part of the Field Act. The building can’t be modified until paperwork is finalized by the school district. AMH will not be installed at the Rio Vista, Springstowne and Dixon libraries due to the size of the building.

Ms. Clark Silveira inquired about health of staff due to Covid-19. Ms. Katz stated she can’t speak on that however the County is providing personal protective equipment to all staff (masks, gloves, hand sanitizer and disinfecting wipes). The library is trying their best to maintain the health and safety of the staff.

9. **NEW BUSINESS:**

- a. Topic/goals of the Solano County Library Advisory Council-the Council will discuss their topics/goals for the coming year.

The Council discussed what Library programs they would like to have more information about to better enable them to be a voice for the Library in the community. The Council agreed on the following topics for the year:

- Facility Master Plan presentation
- Staff Innovation Grants
- Update on Public Service

b. Election of Officers-the Council will elect a Chair and Vice-Chair for 2021.

Mr. McCabe moved to elect Neil Hall as Chair of the Solano County Library Advisory Council; Mr. Heinrich seconded. Motion carried. So ordered 9-0 vote.

Yes Kathryn Clark Silveira
Yes Stephanie Cobb
Yes Dotty Schenk
Yes Diane Barney
Yes Ronald Heinrich
Yes Neil Hall
Yes Dave McCallum
Yes Maria Hernandez
Yes Lloyd McCabe

Mr. McCabe moved to elect Dave McCallum as Vice-Chair; Ms. Schenk seconded. Motion carried. So ordered 9-0 vote.

Yes Kathryn Clark Silveira
Yes Stephanie Cobb
Yes Dotty Schenk
Yes Diane Barney
Yes Ronald Heinrich
Yes Neil Hall
Yes Dave McCallum
Yes Maria Hernandez
Yes Lloyd McCabe

c. Cherelyn Hunt, Literacy Program Manager, will present to discuss the literacy services the library is currently providing.

Ms. Hunt, Literacy Program Manager, introduced herself to the Council and gave a brief report on the Literacy department. Ms. Hunt explained how Adult Literacy, Career Online High School, Reach Out and Read, and Family Literacy are all programs within the Literacy department.

Ms. Hunt stated the Literacy department implemented a new database a few years ago and having this database helped Solano during the pandemic with new ways of doing business since

most of their student/tutor reporting was already online. Other libraries in the state did not have this and needed to figure out how to provide service to their students and tutors.

Ms. Hunt explained how the Literacy Program Assistants took full charge in implementing Zoom tutoring meetings for their tutors and students. Literacy services via Zoom has been successful. Some students still work with their tutors via the phone. They all miss the face-to-face meetings. Ms. Hunt reported 330 tutoring hours between March -December 2020. Literacy plans on keeping Zoom service when the library opens again; they want to reach students who are unable to come to the Library.

Ms. Hunt reported with the pandemic, the Literacy department has had five successful outreach meetings. They are planning another one to provide information and resources about the Covid-19 vaccination to their students and tutors.

Ms. Hunt reported Literacy statistics: Adult Literacy FY 19/20 24,000 volunteer hours; 11,500 tutor hours and FY 20/21 12,000 volunteer hours; 5700 tutor hours.

The Literacy office is still moving forward with the department expansion. There is no timeframe when this will be completed. The office is located inside the Fairfield Civic Center Library.

Tutors and students are still working very hard. Ms. Hunt stated the literacy department still does student assessments and tutor training. Ms. Hunt stated people can call the literacy office and speak with Barbara McGee, Office Assistant, if they have questions and/or visit the library's website.

Ms. Hunt explained the process of training tutors. Ms. Clark Silveira commented on how well the Literacy staff matches tutors with a student. Ms. Hunt stated the literacy program assistants have been very successful in tutor-student matches.

Ms. Hunt stated to visit the library's website for more information on the literacy program. The Literacy department is always looking for new ways to provide service.

10. ANNOUNCEMENTS/MEMBER REPORTS:

- a. Ms. Clark Silveira stated she enjoyed being the Chair of the Council. Ms. Clark Silveira stated she continues her childcare business and continues to utilize the library. She stated her kid's yoga program is virtual now.
- b. Ms. Schenk reported the Writer's Group continues to meet via Zoom.
- c. Diane Barney thanked Kathryn for being Chair.
- d. Neil Hall stated he is looking forward to getting the library back to normal, thanked Kathryn.
- e. Maria Hernandez is looking forward to getting back to normal and waiting for the library to open again; she thanked Kathryn and Neil.

f. Lloyd McCabe stated he is looking forward to getting things back to normal and thanked Kathryn for being Chair.

11. **DATE OF NEXT MEETING:** The next Solano County Advisory Council meeting will be Monday, March 15, 2021 at 6:30 p.m.

12. **ADJOURNMENT:** The meeting adjourned at 7:30 p.m.



BONNIE A. KATZ
Director of Library Services

**Report of the Director of Library Services
to the Solano County Library Advisory Council
March 2021**

Personnel

We continue to be in the full-blown recruitment mode although we have been able to fill many positions. Kim Stone has accepted the position of Information Technology Coordinator. Kim has IT leadership experience with the City of Healdsburg, Larkspur School District as well as higher education and private industry. Kim holds a bachelor's degree in computer information systems. We were able to hire Kim due to the retirement of Keith Kondo.

Luog Saepharn has accepted the full-time Library Associate position at Dixon. She has worked for the Sacramento Public Library and Stockton Library. She has also worked for Passport to Learning, providing training, support and supervision to clients with developmental disabilities.

Sarah Douglas has accepted a promotion to the full-time Library Associate position at the John F. Kennedy Library. She had been working as a full-time library assistant at the Springstowne Library and worked as a departmental aide.

Zach Craig has accepted the full-time Library Assistant position at the John F. Kennedy Library. He has been working as a half-time library assistant at JFK and before that, he was a departmental aide.

Although it seems as if we should be fully staffed, we are recruiting for a librarian position at the Rio Vista Library. We are also recruiting for numerous library assistant positions, half-time at the Kennedy Library, Fairfield Civic Center Library, 2 half -time positions at the Dixon Library, and a full-time position at the Springstowne Library,

Fiscal Year 2021/22 Budget

It's that time of the year again and we will be discussing the state of the budget at our meeting.

Link+

We have resumed our Link+ services. LINK+ is a listing of material holdings from participating libraries in California and Nevada. There is no charge to request or borrow LINK+ materials.

TRY 12 Reading Challenge

Try 12: is a Year-Long Reading Challenge which asks users to read a book in each of the twelve categories, one per month. Some of the categories include: January – Life Stories; February – Black History Month; March – Women's History Month; April - Diversity Month. The program runs from January 1, 2021 through December 31, 2021 and users can sign up at any time.

Amy Tan event

Due to the coronavirus outbreak, we have rescheduled the Amy Tan event to the fall of 2022.

Automated Materials Handling (AMH)

AMH is now up and running at the Fairfield Civic Center Library, John F. Kennedy Library, Cordelia Library, Town Square Library and Cultural Center Library. This completes all the installations of this equipment