

SOLANO COUNTY LIBRARY ADVISORY COUNCIL

Monday, May 20, 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 March 18, 2019 – (Please bring with you)
- ACTION 5. APPROVAL OF AGENDA
6. PUBLIC COMMENT\*
7. CORRESPONDENCE
8. DIRECTOR'S REPORT – Attachment
9. OLD BUSINESS  
Budget update – The Council will hear a budget update.
10. NEW BUSINESS  
Public Service Update – Jessica Jupitus, Deputy Director, will present an update on plans and programs that are happening in Public Service
11. ANNOUNCEMENTS/MEMBER REPORTS
12. DATE OF NEXT MEETING – July 15, 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, March 18, 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, Gloria Felder, Neil Hall, Ron Heinrich, Maria Hernandez, Kurt Overholt, Cassandra Patton  
  
**Members Absent:** Dotty Schenk  
  
**Others Present:** Bonnie Katz, Director of Library Services, Tamie Tvrdik, clerical
3. **INTRODUCTIONS:** None.
4. **APPROVAL OF MINUTES AS MAILED FOR MEETING OF January 28, 2019:**  
Mr. Heinrich moved to approve the minutes of the January 28, 2019 meeting; seconded by Mr. Overholt. Motion carried. So ordered by 9-0 vote.
5. **APPROVAL OF AGENDA.** Ms. Patton moved to approve the agenda for March 18, 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 updated the Council that a conditional job offer has been made for the part-time Children's Librarian at Rio Vista. The Library still has three Librarian vacancies and continues to be in recruitment mode. Ms. Katz reported that the Women's History Luncheon was a sold out event and a success. She distributed the calendar of events for the Women's History month and reminded the Council that the events are made possible by the proceeds from last year's Women's History Luncheon. She also distributed the Solano County Annual Report for 2018 – the Library is featured in it with the sensory garden and memorial bench for Mary B. Ms. Katz updated the Council that the HVAC project in this building is almost finished; however there are still some control issues to work out. The Library has sent over a Request for Proposal (RFP) for their new 20-year facility master plan to the Purchasing department. Purchasing will send out to perspective firms. Ms. Katz thanked those that attended the 25<sup>th</sup> annual literacy celebration. Over 150 people attended. At the next meeting, she will show the Council a short video of the literacy celebration.
9. **OLD BUSINESS:** None.

**10. NEW BUSINESS:**

Proposed Budget FY 2019-2020 – the Council will discuss the proposed budget for next year and may take action.

The Council received both FY 2018-2019 and FY 2019-2020 budgets so they could see the comparison between the two. Personnel costs have gone up. The 4% COLA increase was included in the 2018-2019 budget. Union negotiations will be held in the fall of 2019 and there may be another COLA in 2020. Retirement and health costs have increased. The Library is requesting to add one full time IT person due to the increase in Automation’s workload; ie. digital signage, RFID, AMH and other upcoming projects. She explained that because the Library is part of the SPLASH consortium, the Automation division is partially revenue offset through the SPLASH partners. However, this particular position would be dedicated just for Solano County Library. The budget is a “status quo” budget. Some of the projects that could not be completed this year have been re-budgeted for next year. The materials budget is the same - \$1.7 million. Although the Library still has a structural deficit; however there is still a healthy reserve fund.

After some discussion, Mr. Hall moved to approve the Proposed Budget FY 2019-2020; seconded by Ms. Felder. Motion carried. So ordered by 9-0 vote.

**11. ANNOUNCEMENTS/MEMBER REPORTS:**

- a. Kathryn Clark Silveira was excited to announce that she will be conducting her Mindful Movement Yoga class at the Library in Rio Vista in April.
- b. Ms. Barney reported that she enjoyed the Women’s History Lunch.

**12. DATE OF NEXT MEETING:** The next Solano County Advisory Council meeting will be Monday, May 20, 2019 at 6:30 pm.

**13. 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  
May 2019**

**Personnel**

We have been able to fill the 3.5 FTE librarian positions. Corrine Leles has accepted the part-time youth services position at the Rio Vista Library and started her position on April 23. Corrine has worked as a museum store coordinator for the Walt Disney Family Museum where she was an assistant buyer, product developer and manager. Joan Parker accepted the full-time children's position at Fairfield Civic Center Library. Joan comes from the Sacramento Public Library where she worked in circulation. Suzanne Clerkin accepted the full-time children's position at the Vacaville Cultural Center Library. Suzanne also joins us from the Sacramento Public Library where she worked in circulation. Finally, we have promoted Vanessa Quesada to the full-time adult position at the Fairfield Civic Center Library. Vanessa previously worked as a children's Library Associate at the Fairfield Civic Center Library. Suzanne, Joan and Vanessa began their positions on May 6.

Jamie Nakamura has been promoted to the full-time Library Associate position in the Communications Division at Headquarters. Laurence Bacud has been reassigned to the full-time children's Library Associate position at the Fairfield Civic Center Library.

Sandy Sievers has been promoted to the full-time Library Assistant at the Fairfield Civic Center Library.

However, we still have vacant positions. Interviews for Supervising Librarian were held on May 15 for the Fairfield Cordelia Library. We will be opening recruitments for Library Associate and Library Assistant to fill the remaining positions. We have two full time vacant Library Associate positions, one at the Kennedy Library, one at the Telephone Assistance Center and a full-time Library Assistant position at the Cordelia Library and two half-time Library Assistant positions, one at the Kennedy Library and one at the Fairfield Library. We will also continue to recruit for extra help positions in the Library Associate and Library Assistant classifications.

**National Library Week, April 7 -13, 2019**

There was plenty to do at the Library during National Library Week. Activities included Jelly Jam Time: A Mermaid's Tale; Afternoon Adventures: Rock Steady Juggling: Whatever 4 Quartet Music Performance and Music with James K.

**WiFi Hot Spots**

We finally received the prototype from the vendor. It is almost ready to circulate, but must be tested by staff first. We will have 24 on hand to circulate for three weeks. Hopefully, we will be able to launch this by the end of the month.

**Summer Reading Challenge**

This year's Summer Reading Challenge will run from June 1 to July 31. The program will be the same for all ages. The game board will also be the same for all participants. Customers can sign up either on line or at any of the branches. We are trying a different format this year where there will be fewer programs at each location and more cluster programs.

## **Library Program Updates**

Deputy Director, Jessica Jupitus will be on hand to introduce herself and give you an update on some of the plans and programs that are happening in public service. Also, we will be showing you the short five minute video that was made for the 25<sup>th</sup> anniversary celebration of the Literacy Program.