

SOLANO COUNTY LIBRARY ADVISORY COUNCIL
Monday, November 21, 2016
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
September 19, 2016 – (Please bring with you)
- ACTION 5. APPROVAL OF AGENDA
6. PUBLIC COMMENT*
7. CORRESPONDENCE
8. DIRECTOR'S REPORT – Attachment
9. OLD BUSINESS
 - a. Strategic Plan Update – the Council will receive an update on the Strategic Plan
 - b. Measure L Oversight Committee – the Council will receive an update on the Measure L Oversight Committee.
10. NEW BUSINESS
11. ANNOUNCEMENTS/MEMBER REPORTS
12. DATE OF NEXT MEETING – To be determined.
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, September 19, 2016

1. **CALL TO ORDER:** The meeting was called to order by Chair Overholt at 7:00 p.m.

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

Members Present: Diane Barney, Kathryn Clark Silveira, Bruce DuClair, Gloria Felder, Ron Heinrich, Teena Miller, Kurt Overholt, Dotty Schenk,

Members Absent: Neil Hall

Others Present: Bonnie Katz, Director of Library Services, Mark Fink, Deputy Director of Library Services, Marilyn Caruso, Friends, Tamie Tvrdik, Clerical Supervisor

3. **INTRODUCTIONS:** Kathryn Clark Silveira, District 1 Representative and Marilyn Caruso, Friends of the Library introduced themselves.

4. **APPROVAL OF MINUTES AS MAILED FOR MEETING OF July 18, 2016:** After correcting Vice Chair Overholt to Chair Overholt in the Call to Order, Ms. Miller moved to approve the minutes of the July 18, 2016 meeting; seconded by Mr. DuClair. Motion carried. So ordered by 8-0.

5. **APPROVAL OF AGENDA.** Ms. Miller moved to approve the September 19, 2016 agenda; Ms. Barney seconded. Motion carried. So ordered by 8-0 vote.

6. **PUBLIC COMMENT:** None.

7. **CORRESPONDENCE:** Ms. Katz shared a letter received from Lucy Andris regarding her concern of misuse of the library study rooms and Ms. Katz's response to her letter. In addition, Ms. Andris sent a copy to all Council members. After some discussion, it was decided there was no misuse of the study rooms and Ms. Katz will draft a letter for Chair Overholt to sign on behalf of the Solano County Library Advisory Council.

8. **DIRECTOR'S REPORT:** Ms. Katz distributed the fall Check It Out.

In addition to her report, Ms. Katz added that the Library Branch Manager interviews had just been completed and is in the process of checking references. Interviews for Library Aide have been scheduled for later in the week.

The Summer Reading Program went well this year with over 34,114 books read; Dixon and Benicia still have to be counted. In response to Ms. Barney's inquiry, Mr. Fink informed the Council that there were 600 adults that signed up for the SRP and 400 completed the program.

Ms. Katz reminded the Council the Author's Luncheon is November 6th. This is the major fundraiser for the Reach Out and Read program.

9. OLD BUSINESS:

Strategic Plan Update – Mark Fink, Deputy Director of Library Services, will give the Council an update on the strategic planning process.

Mr. Fink stated that the Library's main goal of the strategic plan is to see how the Library can better align its services and resources with the community's wants and needs. Our consultant, Civic Technologies, is in the process of conducting and recording eight different kinds of public engagements. The telephone survey has been completed which is the primary way for the Library to get information about the people that do not use the Library. There have been three online surveys going since the middle of August. The Library will be conducting public town halls and conducting focus groups to targeted audiences such as teens, seniors, parents with young children and social services organizations. The new plan should roll out in January/February.

10. NEW BUSINESS: None.

12. ANNOUNCEMENTS/MEMBER REPORTS:

- a. Mr. Overholt said thank you for the purchase of a scanner for the Rio Vista library
- b. Ms. Schenk announced the Vacaville Town Square Library is having their Writers Club Fifth Anniversary with local author Jess Flower on September 20.
- c. Ms. Miller announced that Carla Hayden, the 14th Librarian of Congress, has been sworn in. Hayden is the first women and first African American to lead the national library.

13. DATE OF NEXT MEETING: November 21, 2016

14. ADJOURNMENT: The meeting adjourned at 8:00 p.m.



BONNIE A. KATZ
Director of Library Services

**Report of the Director of Library Services
to the Solano County Library Advisory Council
November 2016**

Personnel

We have been able to fill the Library Branch Manager position. Deb Sica joined the staff on November 7 and is the branch manager at the Vallejo Libraries. Deb most recently worked at Alameda County Library as a Principal Librarian overseeing The Leaning Group which included six departments: Technical Services, Training and Development Services, Age Level Services, Social Justice Services, Education and Literacy Services and Mobile and Outreach Services.

Lee Ann Austin will be joining the staff as the Administrative Services Manager. Lee Ann currently works for the Probation Department as the Clerical Operations Manager. She brings a wide range of skills and abilities to the position including budget experience, developing operational policies and processes, grant writing, staff training and development, managing a division of over twenty employees, safety oversight, project and facilities and management experience. Lee Ann begins her new assignment on December 5.

We have also been able to fill all but one Library Aide positions. Chelsea Benjamin has accepted the full time position at the Kennedy Library. Chelsea is currently a half time Library Assistant at the Vacaville Town Square Library. Sophie Caballero will fill the half-time Library Aide position at the Vacaville Town Square Library. Sophie's background is in customer service. Finally, Elise White will fill the half-time Library Aide position at the Fairfield Cordelia Library. Elise also has a background in customer service.

We will be opening another Library Aide recruitment to fill the remaining position and extra help positions.

The recruitment for a Literacy Program Assistant due to a retirement should open in December.

The recruitment for the Supervising Library Assistant positions at both Vacaville Libraries is open and will close on November 28. The job specifications were changed slightly to allow more candidates to meet the minimal qualifications so they will be able to apply for the position. Hopefully, we will have a strong candidate pool to choose from.

Strategic Plan Update

We have gathered all the community and staff input and are now looking at the results. We hope to have a draft plan sometime in December and will be sharing not only the plan with you but the results of the survey documents as well.

Automated Materials Handling

I will update you at your meeting on the consultant's report concerning this equipment.