

SOLANO COUNTY LIBRARY ADVISORY COUNCIL  
Monday, November 20, 2017  
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 18, 2017 – (Please bring with you)
- ACTION 5. APPROVAL OF AGENDA
6. PUBLIC COMMENT\*
7. CORRESPONDENCE
8. DIRECTOR’S REPORT – Attachment
9. OLD BUSINESS
  - a. Measure L Oversight Committee – The Council will receive an update on the Measure L Oversight Committee.
  - b. Update on repurposing the Computer Center at the Vacaville Town Square Library – The Council will receive an update on the repurposing of the Computer Center at the Vacaville Town Square Library
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 18, 2017**

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

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

**Members Absent:** None.

**Others Present:** Bonnie Katz, Director of Library Services, Cherelyn Ellington Hunt, Literacy Program Manager, Tamie Tvrdik, Clerical Supervisor
3. **INTRODUCTIONS:** Cherelyn Ellington Hunt, Literacy Program Manager introduced herself.
4. **APPROVAL OF MINUTES AS MAILED FOR MEETING OF July 17, 2017:** Mr. Heinrich moved to approve the minutes of the July 17, 2017 meeting; seconded by Ms. Barney. Motion carried. So ordered by 9-0 vote.
5. **APPROVAL OF AGENDA.** Ms. Barney moved to approve the agenda for September 18, 2017; Ms. Miller 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' report, she informed the Council that Technical Services has been inundated with materials from Link+ ; this has proven to be a popular service. There has also been a lot of interest in the Library's Tattoo Readers' Advisory and Ms. Katz invited the Council to look at the website for the stories posted as well as participate if they would like to. Ms. Katz reported the progress on the Automated Materials Handling (AMH) project and informed the Commission that the Library is in contract negotiations with the two firms that have been awarded the contract. Bibliotheca will be doing the RFID part which involves tagging the materials and supplying the equipment. Lyngsoe will provide the hardware equipment to get the materials to move around. The Library is projecting that AMH will be up and running by the end of the fiscal year.

Ms. Katz reported that through the Library's Veterans Connect and Employment Fair programs at the Vacaville Public Library – Town Square (VTS), a new partnership was formed between Lowes and VTS. VTS is the recipient of the 2017 Hero Grant from Lowes which was awarded to

renovate the underutilized computer center into a vibrant teen space. Lowes will provide \$2,500 of materials and free labor. In addition, the library won a Maximizing Learning Spaces grant from the State Library for \$5,000 for furnishings and a planning consultant. This project should be completed by October 2018.

Ms. Katz announced that the Strategic Plan documents are now available on the website: solanolibrary.com.

Ms. Katz stated that Teena Miller, representing District 2 and Bruce DuClair, representing the Vacaville Library Commission have been termed out on the Solano County Library Advisory Council. Ms. Miller was appointed on 10/6/2009 and Mr. DuClair on 5/10/2010. Ms. Katz and the Council members thanked them for their years served. In addition, the Library has given some names to the City of Vallejo in hopes of having an appointee on the Council to represent the City of Vallejo.

## **9. OLD BUSINESS:**

Budget Update – The Council will receive a budget update.

Ms. Katz stated that the Library rolled over a pretty hefty fund balance from FY16-17 into FY17-18. She added that this fiscal year, the Library will be spending one-time monies for the Automated Materials Handling project and the HVAC system for the Fairfield Civic Center Library. In addition, the contract with SEIU 1021, that covers most Library employees, expires on September 29<sup>th</sup> and, while negotiations are ongoing, Ms. Katz predicts there will be a COLA with a possible increase in benefits for employees. Once that contract is settled, the Library will be doing a 5-year budget projection. Future projects also include a Request for Proposal (RFP) for the Library's Facility Master Plan update which may involve new signage, service delivery, marketing and redoing our website. Sales tax is flat and the property tax is increasing.

## **10. NEW BUSINESS:**

Solano County Library Literacy Program – Cherelyn Hunt, Literacy Program Manager, will update the Council on the SCL Literacy Program

Ms. Hunt informed the Council of activities and ongoing plans of the SCL Literacy program. She reported the Literacy program had 317 students this year and more than 18,776 volunteer hours. Ms. Katz reminded the Council that all funds from the annual Author's Luncheon support the literacy program.

## **11. ANNOUNCEMENTS/MEMBER REPORTS:**

- a. Solano County Library Foundation's annual Author's Luncheon is November 5, 2017
- b. Ms. Schenk reported she received a letter from Johnny Parker, Supervising Librarian from VTS regarding National Friends of the Library week October 15 -21.
- c. Ms. Clark Silveira shared that she participated in the Vallejo Benicia Relay for Life and she reported that Teena Miller received the Sharon Miller inspiration award.

12. **DATE OF NEXT MEETING:** The next Solano County Advisory Council meeting will be on Monday, November 20, 2017.
13. **ADJOURNMENT:** The meeting adjourned at 7:45p.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  
November 2017**

**Personnel**

We were able to fill the two full time librarian positions at the Fairfield Civic Center Library. Michelle Franzen was promoted from Library Associate to Children's Librarian. Michelle began her career at Solano County Library as an extra help Library Associate and was promoted to a full time Library Associate in June 2015. Michelle began her new duties on October 8.

Christopher Diaz is the new Adult Services Librarian. Christopher worked as a Library Media Technician for the Fairfield Suisun School District. Christopher began his new duties on October 23.

Amelia Vander Heide will fill the Supervising Librarian position at the John F. Kennedy Library beginning December 4. Amelia has been a Librarian II at the San Jose Public Library overseeing teen volunteers, young adult collection development and system-wide teen programs. She also coordinated outreach events to seniors and oversaw the Maker (Space) Ship outreach mobile, focusing on STEAM based programming.

In addition, we have had some staff reassignments in the Library Associate classification. Miguel Loeza is now full time at the Fairfield Civic Center Library; Ann Nowak will be reassigned from the full time position at the John F. Kennedy Library to the half-time position at the Fairfield Civic Library vacated by Miguel and Laurence Bacud will fill the full time position at the John F. Kennedy Library.

Two children's librarians are also being reassigned. Kristen Murray has joined the Vacaville Town Square Library on November 6 while Natasha North will join the Fairfield Cordelia Library on December 31.

Finally, Junella Hays, Supervising Library Assistant, has been reassigned to the Fairfield Cordelia Library effective November 19.

**Recruitments**

We are continuing to recruit to fill numerous positions. The Deputy Director for Public Services recruitment closes on November 27. We are also recruiting for two Library Branch Manager positions, one for the Vallejo cluster, and one for the Fairfield cluster. The recruitment for Supervising Library Assistant will close on December 1.

We will be opening recruitments for a Children's Librarian, and Library Assistant. In addition, we will be interviewing for 1.5 FTE vacant Library Associate positions.

**Solano Kids Read**

Solano Kids Read wrapped up its program at the end of October. 2,736 children signed up to participate in the program. We are still collecting "meow money" so we do not

have a final figure on materials read.

**Automated Materials Handling (AMH)**

AMH is moving forward. Contracts were awarded to Bibliotheca for tagging and Lyngsoe for the AMH equipment. The tagging project will take approximately 4 months. Once tagging is in place, RFID equipment will be ordered to include new security gates and self-check work stations and self-return machines.

**Staff Innovation Grants**

As you may recall we started a Staff Innovation Grant program in 2017 which was very successful. We are currently soliciting proposals from staff for the 2018 program. The application period is open through December 15 and the five \$1,000 grant winners will be announced in January 2018.