

SOLANO COUNTY LIBRARY ADVISORY COUNCIL
Monday, September 16, 2019
6:30 p.m.

LOCATION: Becker-Balmer Room, Fairfield Civic Center Library

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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 July 15, 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 Services report – Suzanne Olawski, Assistant Director of Library Services, will present a report on plans and programs happening in public service.
11. ANNOUNCEMENTS/MEMBER REPORTS
12. DATE OF NEXT MEETING – November 18, 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, July 15, 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, Stephanie Cobb, Gloria Felder, Neil Hall, Ron Heinrich, Maria Hernandez, Kurt Overholt, Cassandra Patton, Dotty Schenk

Members Absent: Kathryn Clark Silveira

Others Present: Bonnie Katz, Director of Library Services, Nancy Wilson, Deputy Director of Support Services, Tamie Tvrdik, clerical
3. **INTRODUCTIONS:** Nancy Wilson, Deputy Director of Support Services, introduced herself.
4. **APPROVAL OF MINUTES AS MAILED FOR MEETING OF May 20, 2019:**
Mr. Heinrich moved to approve the minutes of the May 20, 2019 meeting; seconded by Mr. Hall. Motion carried. So ordered by 9-0 vote.
5. **APPROVAL OF AGENDA.** Ms. Patton moved to approve the agenda for July 15, 2019; Ms. Schenk 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 added that the Library received three Request for Proposals for the Facility Master Plan and a decision should be made which company the Library will go into contract negotiations within the next few weeks. Recruitments are never ending. Interviews will be held in August for Library Assistant and Library Associate. In addition, there are 16 viable candidates for Literacy Program Assistant. The Library applied for and received a First Five Grant in order to continue the Mindful Movement program that Kathryn Clark Silveira started. This grant will enable the Library to train Library staff and staff will be able to incorporate this into the Storytimes. The grant includes a component for training and for buying materials for the program. Ms. Clark Silveria will be the trainer for the Library staff. Ms. Katz added the Summer Reading Challenge has been successful. She pointed out that there are a lot more adults participating this year.
9. **OLD BUSINESS:** None.

10. NEW BUSINESS:

Dixon Public Library – the Board will discuss the Dixon Public Library

Ms. Katz explained that she has been approached by the Interim Director of the Dixon Public Library to see if Dixon could contract with the County so the County Library would run the Dixon Public Library operations as they do for the Vacaville libraries. Dixon Public Library, like the Vacaville libraries, is a school district library district library. There are only three left in the state of CA and Solano County has two of them. On June 27th, the Dixon Library Board voted to have Solano County manage their operations and Ms. Katz and the DPL interim director are working on a memorandum of understanding.

Report from the Deputy Director of Support Services – the Board will hear a report from Nancy Wilson, Deputy Director of Support Services

Ms. Wilson explained that Support Services consists of Technical Services and Library IT. She explained what Technical Services does and the process of building the library's collection and getting new materials out to branches. There are several divisions in Technical Services including Acquisitions, Cataloging and Collection Development and Courier services. Last fiscal year Acquisitions ordered 16,000 titles, Cataloging processed over 51,000 copies and the courier delivered over 370,000 items.

Ms. Wilson explained that Library IT staff maintains the library's network for high speed internet connectivity to all of our branches, all of the Library's hardware and software including the special software that the SPLASH consortium uses for the circulation system and public catalog. They also serve as customer support for all library staff technology needs. In addition they work on special projects most recently installing and maintaining the digital signage at all branches, upgrading of the RFID technology and upgrading the audio visual equipment in library meeting rooms.

11. ANNOUNCEMENTS/MEMBER REPORTS:

- a. Ms. Felder shared some programs happening in July/August at the Suisun City Library.
- b. Ms. Schenk announced she is giving a presentation on writing children's books at the VTS library and the writers boot camp is going to be the last weekend in September.
- c. Ms. Hernandez mentioned the elevator is not working at the JFK Library. Ms. Katz explained that the City of Vallejo put money in their budget to replace the elevator three years ago. She also explained that the building is the City of Vallejo's and not the Library's.
- d. Ms. Hernandez commended the teamwork between the SPR and JFK libraries and their storytimes.
- e. Ms. Hernandez also shared the Maker Space at the JKF library grand opening is August 24 at 10:30.

12. DATE OF NEXT MEETING: The next Solano County Advisory Council meeting will be Monday, September 16, 2019 at 6:30 pm. Ms. Katz reminded the Council that the Measure L meeting will be at 6:00 pm that evening. The following Council members are on the Measure L committee: Kathryn Clark Silveira, Gloria Felder, Kurt Overholt, Dotty Schenk. However, all are invited to attend.

13. **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
September 2019**

Personnel

Recruitments

We are still in recruitment mode. We had a successful recruitment for the two vacant librarian positions. Interviews will be held at the end of this month. The positions are a full time adult services position in Cordelia and a full time young adult position at the John F. Kennedy Library.

We have closed the recruitment for the Literacy Program Assistant and have held interviews. We have made a contingent job offer and hope to have this position filled by the end of the month.

We have interviews scheduled for the additional Information Technology Specialist position that was approved in the budget.

Nancy Wilson, Deputy Director of Support Services has announced her retirement in December. We currently have a recruitment open for her position.

Staff changes/promotions

Galila Kitzes has accepted the half-time Children's Library Associate position at the Fairfield Civic Center Library. Galila has worked for the Library for the past two years in an extra help capacity. Her previous experience includes starting and running a school library.

David Barney has accepted the full-time Library Associate position at the Telephone Assistance Center. David has worked as a Library Assistant for the past 3 years at both the Fairfield Civic Center and Suisun Libraries.

Summer Reading Challenge

The Summer Reading Challenge finished at the end of July with programs for all ages. We had 8,588 folks sign up for the program who read over 1,270,888 minutes or 2.4 years!! If you recall from last year, instead of "books" read, we calculated how many minutes were read. The new Summer Reading Challenge format, which includes all age groups, has been a very successful program for the Library.

Dixon Public Library

As I have reported to you, Dixon approached the County Library to enter into contract negotiations for the County to manage the Dixon Library. We currently are in negotiations with Dixon to work out an agreement.

Library Program Updates

Suzanne Olawski, Assistant Director of Library Services, will be at your meeting to give you an update on some of the plans and programs that are happening in public service.