

# VACAVILLE LIBRARY COMMISSION

November 14, 2016

6:30 p.m.

LOCATION: Vacaville Public Library – Cultural Center, Conference Room

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 Vacaville Public Library – Cultural Center, 1020 Ulatis Drive, Vacaville, CA during normal business hours.

## AGENDA

1. CALL TO ORDER
2. ROLL CALL AND ESTABLISHMENT OF QUORUM
3. INTRODUCTIONS
4. APPROVAL OF MINUTES OF September 12, 2016 – Attachment 1 – **ACTION**
5. APPROVAL OF AGENDA – **ACTION**
6. COMMENTS FROM THE FLOOR (10-minute time limit per individual)
  - a. Items on the Agenda – Persons wishing to speak to items on the agenda should so indicate to the President of the Commission at this time. You will be given an opportunity to speak on the subject at the time the item is discussed by the Commission.
  - b. Items Not on the Agenda – Persons wishing to speak to items not on the agenda should so indicate to the President of the Commission at this time. Subjects not on the agenda may be introduced at this time, but no action may be taken on them at this meeting. Please stand and state your name and address.
7. CORRESPONDENCE
8. LIBRARIANS' REPORTS – The Vacaville libraries' Supervising Librarians' reports are issued in written format in the interest of time. Questions on any of the topics may be presented at the meeting – Attachment 2

9. OLD BUSINESS

- a. Maintenance of the Vacaville Libraries – the Commission will discuss the MOU from the City regarding maintenance of the Vacaville libraries and may make a recommendation to the Board. **ACTION.**
- b. Expansion of the Cultural Center Library – the Commission will discuss the expansion to the Cultural Center Library.

10. NEW BUSINESS

11. ITEMS OF INTEREST TO THE COMMISSION

12. DATE OF NEXT MEETING: January 9, 2017

13. ADJOURNMENT

**Vacaville Public Library-Cultural Center**  
1020 Ulatis Drive  
Vacaville, CA 95687

**Library Commission Meeting**  
September 12, 2016  
Meeting Room

CALL TO ORDER

President Bruce DuClair called the meeting to order at 6:30 p.m.

ROLL CALL AND ESTABLISHMENT OF QUORUM

**Members present:**

Beatryce Clark  
Bruce DuClair  
Carol Sue Robison

**Members absent:**

Janet Matthews  
Frank Murphy

**Others present:**

Whit Whitfield, VUSD/VLB  
Mark Fink, Deputy Director of Library Services  
Bonnie Katz, Director of Library Services  
Malissa Knapp, Library Branch Manager  
Johnny Parker, Supervising Librarian  
Nancy Redfield, Supervising Librarian  
Tamie Tvrdik, Clerical Supervisor

INTRODUCTIONS

Mark Fink, Deputy Director of Library Services was introduced.

APPROVAL OF MINUTES

The minutes of May 9, 2016 were unanimously approved on motion of Ms. Clark and seconded by Ms. Robison. So ordered by 3-0 vote.

APPROVAL OF AGENDA

On motion of Ms. Clark, seconded by Ms. Robison, the Commission unanimously approved the agenda of the Vacaville Library Commission. So ordered by 3-0 vote.

COMMENTS FROM THE FLOOR

**Items on the agenda**

None.

**Items not on the agenda**

CORRESPONDENCE

Ms. Katz informed the Commission that Frank Murphy has resigned from the Commission via email.

## LIBRARIANS' REPORTS

The librarians' reports were submitted in writing.

Ms. Katz distributed the fall Check It Out and reminded the Commission that the annual Author's Luncheon is coming in November. She added that Literacy is recruiting for tutors and had a successful tutor orientation with approximately 60 people signed up to tutor. The Library has filled the half time position for a library aide at the Cultural Center and the recruitment for the branch manager position has closed and interviews will take place on Monday.

Ms. Curry, County Counsel, sent out the information that the boundary has been approved and signed by the Court and is being processed by the Board of Equalization. The property tax is expected to start coming to the District in 2018.

## OLD BUSINESS

- a. Expansion of the Cultural Center Library – the Commission will discuss the expansion of the Cultural Center Library.

The County Architect's Office is in contract negotiations with another firm to submit plans to the planning division of the City in order to determine if more parking is needed. Also because of fire lanes, fire hydrants, etc. that the City has put in a 15,000 square foot expansion may not be feasible. The Library is looking at other possibilities and ideas and will come up with some conceptual ideas to bring back to the Board.

- b. Revisions to the FY 2016-2017 Budget – the Commission will discuss the revisions to the FY 2016-2017 budget and may take action. **ACTION**

Ms. Katz submitted a revised budget which is approximately \$79,000 less than the FY2016/2017 proposed budget which the Board passed in June. The decrease occurred from various line item changes which Ms. Katz explained to the Commission.

Ms. Clark moved to recommend the Board approve the revised budget; Ms. Robison seconded. Motion carried. So ordered by 3-0 vote.

## NEW BUSINESS

- a. Maintenance of the Vacaville Libraries – the Commission will discuss the maintenance of the Vacaville Libraries.

Ms. Katz explained that she has been in discussions with the City to continue to maintain both of the Vacaville libraries. The City would like full cost recovery and will not do painting, roof issues or a full lighting. These are capital issues and

the Library already has vendors to do those jobs. Ms. Katz is waiting for an MOU from the City which she will bring to the Commission for their recommendation to the Board.

- b. Strategic Plan Discussion – Mark Fink, Deputy Director of Library Services, will lead a discussion about the Solano County Library’s Strategic Plan.

Mr. Fink discussed the strategic planning process. The Library has hired a consulting firm called Civic Technologies to work with the Library’s management team, staff, elected and appointed officials, library supporters and the community to create a plan to provide services, resources and programs that are consistent and in-line with what the community needs and wants. It is not driven by the Library; it is driven by community input. Once those needs are identified, the consultant and staff will be working on how to design library services that respond to those specific needs. The Library has a leadership team, with staff representing every division in the Library, which has been working with the consultant through several workshops. The consultant will also conduct town hall meetings, stakeholder interviews with prominent citizens throughout the county, and focus groups. The Commission members have been asked to participate in parts of this process. The final plan should roll out in January or February.

- c. Commissioner re-appointments – Commissioners will discuss and may take action on recommending a third term for a three-year re-appointment of Commissioner Frank Murphy and a second term for a three-year re-appointment of Commissioner Janet Matthews. **ACTION**

Mr. Murphy has stated that he will not be able to serve another term so the Commission will need to start a recruitment for that vacancy. However, Ms. Matthews has stated that she would like to be re-appointed for a second term.

Ms. Clark moved to accept Mr. Murphy’s resignation and to recommend the re-appointment of Ms. Matthews for a second three-year term. Ms. Robison seconded. So ordered by a 3-0 vote.

- d. Election of President – the Commission will elect a President for the fiscal year 2016-2017. **ACTION**

On motion of Mr. DuClair and seconded by Ms. Robison, the Commission recommended to appoint Ms. Clark as President.

#### ITEMS OF INTEREST TO THE COMMISSION

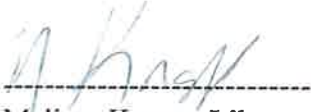
Ms. Clark will represent the Commission at the Board meeting with Ms. Katz on Thursday, September 15, 2016.

DATE OF NEXT MEETING

The next VLC meeting will be held on Monday, November 14, 2016 at 6:30 p.m. at the Cultural Center Library Conference Room.

ADJOURNMENT

Meeting adjourned at 7:15 p.m.

A handwritten signature in cursive script, appearing to read "M. Knapp", is written over a horizontal dashed line.

Malissa Knapp, Library Branch Manager

Librarian's Report to the Vacaville Library Commission  
Vacaville Public Library-Town Square (VTS)  
November 14, 2016

Greetings, Commissioners:

During the months of September and October, VTS welcomed 28,480 visitors and circulated 29,788 items.

During the reporting period, staff presented 38 storytimes, with 1092 in attendance. 1,744 children participated in library programs, including Kids Halloween Party, Halloween Stroll, Read to Dog, and Grandparents and Books.

Homework Help provided assistance to 337 students.

Total attendance for 16 adult programs was 455. These included the Book Club, Writer's Group, Gadget Workshop, and Paranormal Workshop.

Upcoming program highlights include:

- Golden State Accordion Club – Vacaville Chapter: Tuesday, November 8, 2016, 4:00 PM – 6:00 PM. The GSA Club- Vacaville chapter members will give a history lesson on the accordion, show us how the instrument is played, and entertain us with a few songs.
- Nutcracker Ballet: Thursday, November 10, 2016, 4:00 PM – 5:00 PM. The Parthenon Ballet Company will give us a sneak preview of their production of Tchaikovsky's famous ballet.
- City of Vacaville Landlord Workshop: Tuesday, November 15, 2016, 10:00 AM – 12:00 PM. This program is presented in partnership with the City of Vacaville to provide information about becoming a landlord.
- Crafty Greetings for Adults: Tuesday, December 13, 2016, 6:30 PM – 7:30 PM. Create one-of-a-kind cards for the holidays.
- Building Gingerbread Houses: Thursday, December 15, 2016, 4:00 PM – 5:00 PM. Make your free Gingerbread House constructed of graham crackers and frosting.
- City of Vacaville Homebuyer's Workshop: Saturday, December 17, 2016, 8:30 AM – 4:30 PM. The City of Vacaville offers this workshop to help with the complex process of buying your first home.

There were no suspensions and no reports of inappropriate behavior during the reporting period.

Respectfully submitted,  
Johnny Parker  
Supervising Librarian  
Solano County Library

Librarian's Report to the Vacaville Library Commission  
Vacaville Public Library-Cultural Center (VCC)  
November 14, 2016

Greetings, Commissioners:

During the months of September and October, VCC welcomed 38,723 visitors and circulated 62,094 items.

During the reporting period, staff presented 42 storytimes, with 1254 in attendance. 430 elementary school-age children participated in library programs which included PAWS, Afternoon Adventures, and the Northern California Bats program.

Staff made 10 outreach visits, and connected with 1177 people. Staff hosted 2 library tours for 71 children.

Total attendance for 18 adult programs was 177. These included Road to Employment, Master Gardeners, Knott Just Knitting, the adult craft program and the genealogy program among others.

Upcoming November and December programs will include:

- Lawyers at the Library. Thursdays November 17, December 1 and December 15. 6pm.
- Crafts for Adults. Different craft each month – all materials supplied. Wednesdays, November 16 and December 14. 7:00pm.
- Puppet Theater – *One Wacky Winter*. Tuesday December 6. 3:30pm.
- Evening Holiday Storytime – Stories and a craft. Wednesday December 21. 6pm
- Afternoon Adventures – A different activity every week for elementary aged children. Wednesdays 3:30pm.

There were no suspensions for inappropriate use of the Internet during the reporting period.

Respectfully submitted,  
Nancy Redfield  
Supervising Librarian  
Vacaville Public Library-Cultural Center