

VACAVILLE LIBRARY COMMISSION

January 9, 2017

6:30 p.m.

LOCATION: Vacaville Public Library – Cultural Center, Conference Room

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AGENDA

1. CALL TO ORDER
2. ROLL CALL AND ESTABLISHMENT OF QUORUM
3. INTRODUCTIONS
4. APPROVAL OF MINUTES:
  - a. Vacaville Library Commission Meeting of November 14, 2016 –**ACTION**
  - b. Vacaville Library Commission Special Meeting of January 4, 2017 - **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

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: March 13, 2017

13. ADJOURNMENT

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

**Library Commission Meeting**  
November 14, 2016  
Meeting Room

CALL TO ORDER

President Beatryce Clark 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

**Others present:**

Bonnie Katz, Director of Library Services  
Malissa Knapp, Library Branch Manager  
Johnny Parker, Supervising Librarian  
Nancy Redfield, Supervising Librarian  
Tamie Tvrdik, Clerical Operations Supervisor

INTRODUCTIONS

None.

APPROVAL OF MINUTES

The minutes of September 12, 2016 were unanimously approved on motion of Mr. DuClair and seconded by Ms. Robison. So ordered by 3-0 vote.

APPROVAL OF AGENDA

Mr. DuClair moved to add an emergency action item under New Business; Ms. Robison seconded. Motion unanimously approved. So ordered by 3-0 vote.

Mr. DuClair moved that the emergency action item would be to recommend to the Board, at their December 8<sup>th</sup> meeting, the approval of a new Commission member. Ms. Robison seconded. Motion unanimously approved. So ordered by 3-0 vote.

On motion of Mr. DuClair, seconded by Ms. Robison, the Commission unanimously approved the amended 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

None.

### LIBRARIANS' REPORTS

The librarians' reports were submitted in writing.

Ms. Katz announced that all of the information has been gathered for the new strategic plan and staff are working on the direction that the Library is going to take. She added that the community has responded very well and she thanked the Commission for their input. She anticipates the new plan will be in place sometime in January/February.

Ms. Katz reported that a new branch manager has been hired for the Vallejo libraries so Malissa Knapp will be in Vacaville full-time as the branch manager for the Vacaville libraries.

Ms. Knapp reported that there is an ad for the vacancy on the Vacaville Library Commission in the Vacaville Reporter, Daily Republic and an announcement at the City. The deadline to submit is November 28<sup>th</sup>.

Ms. Katz distributed new bookmarks describing the Library's new hoopla service which enables Library customers to download free movies music and more with your library card.

### 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.**

Ms. Katz has been working with the City of Vacaville for the maintenance of the Vacaville libraries. She distributed a negotiated agreement describing the maintenance that the city will and will not do and the cost. This agreement will be in effect starting January 1, 2017 – June 30, 2021. Mr. DuClair moved to recommend to the Board to approve the maintenance agreement; Ms. Robison seconded. So ordered by 3-0 vote.

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

Ms. Katz reported that the County has been out to look at the Cultural Center property with the architectural firm. This item will stay on the agenda for further updates.

NEW BUSINESS

New Commissioner - the Commission will discuss and may take action to fill the vacancy on the Vacaville Library Commission. **ACTION**

The deadline for applicants to fill the vacancy on the Vacaville Library Commission is 5:00 pm on November 28<sup>th</sup>. The Commission decided the interviews will be on Monday, December 5 at 6:30 pm. All three Commissioners will be interviewing the applicants. Mr. DuClair moved to recommend a potential Commission member to the Board after their interviews; Ms. Robison seconded. So ordered by a 3-0 vote.

ITEMS OF INTEREST TO THE COMMISSION

Ms. Clark will represent the Commission at the Board meeting with Ms. Katz on Thursday, December 8, 2016.

DATE OF NEXT MEETING

The next VLC meeting will be held on Monday, January 9, 2017 at 6:30 p.m. at the Cultural Center Library Conference Room.

ADJOURNMENT

Meeting adjourned at 6:56 p.m.

  
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Malissa Knapp, Library Branch Manager

## SPECIAL MEETING

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

**Library Commission Meeting**  
January 4, 2017  
Meeting Room

### CALL TO ORDER

President Beatryce Clark called the meeting to order at 6:00 p.m.

### ROLL CALL AND ESTABLISHMENT OF QUORUM

#### **Members present:**

Beatryce Clark  
Bruce DuClair  
Carol Sue Robison

#### **Members absent:**

Janet Matthews

### NEW BUSINESS

- a. Interviews – the Commission will interview potential candidates for the vacancy on the Vacaville Library Commission

Four interviews were held for potential candidates for the vacancy on the Vacaville Library Commission.

- b. Recommendation of an appointment of a new Library Commissioner – after interviews, the Vacaville Library Commission will recommend to the Board the appointment of a new Library Commissioner to fill the vacancy.

#### **ACTION**

Ms. Robison moved to recommend to the Library Board that David McCallum be appointed to the Vacaville Library Commission. Mr. Duclair seconded. So ordered by a 3-0 vote.

### ADJOURNMENT

Meeting adjourned at 7:45 p.m.



Malissa Knapp, Library Branch Manager

Librarian's Report to the Vacaville Library Commission  
Vacaville Public Library-Cultural Center (VCC)  
January 9, 2017

Greetings, Commissioners:

During the months of November and December, VCC welcomed 34,536 visitors and circulated 56,242 items.

During the reporting period, staff presented 30 storytimes, with 871 in attendance. 418 elementary school-age children participated in library programs which included PAWS, Afternoon Adventures, and the One Wacky Winter Puppet Show. Total attendance for children's programming was 1299.

Staff made 9 outreach visits, and connected with 308 people. Staff hosted 1 library tour for 25 children.

Total attendance for 18 adult programs was 261. These included Road to Employment, Master Gardeners, Knott Just Knitting, and the adult craft program among others.

Upcoming January and February programs will include:

- Davis Raptors. Tuesday January 24, 3:30pm.
- Lawyers at the Library. Thursdays January 19, February 2, February 16. 6pm.
- Teen Maker Program. Wednesday January 18, 4pm.
- 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

Librarian's Report to the Vacaville Library Commission  
Vacaville Public Library-Town Square (VTS)  
January 9, 2016

Greetings, Commissioners:

During the months of November and December, VTS welcomed 23,675 visitors and circulated 26,292 items.

During the reporting period, staff presented 27 storytimes, with 793 in attendance. 1,744 children participated in library programs, including the Nutcracker Ballet, Pie Crafts, Crafty Greetings, and Gingerbread Houses.

Homework Help provided assistance to 337 students.

Total attendance for 16 adult programs was 357. These included the Book Club, Writer's Group, Gadget Workshop, and Paranormal Workshop.

Note: Vacaville Public Libraries are closed January 16<sup>th</sup> in honor of the Martin Luther King Jr's Birthday, February 12<sup>th</sup> in honor of Lincoln's Birthday and February 15<sup>th</sup> in honor of Washington's Birthday.

Upcoming program highlights include:

- Crafty Greetings for Adults: Tuesday, January 10, 2017, 6:30 PM – 7:30 PM. Create one-of-a-kind cards. This month's craft will be a unique 3-card with dazzlers.
- Old Time Radio Theatre: Tuesday, January 17, 2017, 6:30 PM – 8:00 PM. A Measure L celebration reminiscent of early radio shows from the 1920's to 1940's.
- Bohart Insect Museum: Thursday, January 19, 2017, 4:00 – 5:00 PM. UC Davis Bohart Museum of Entomology and the seventh largest insect collection in North America is visiting VTS.
- Crafty Greetings for Adults: Tuesday, February 14, 2017, 6:30 PM – 7:30 PM. Create one-of-a-kind cards for Valentine's Day.
- National Make A Blanket Day with Project Linus – Solano County Chapter: Saturday, February 18, 2017, 11:00 AM – 3:00 PM – Project Linus members will be creating blankets, handmade with love, for children and teens in need.
- Lullaby Storytime: Tuesday, February 28, 2017, 6:30 – 7:30 PM – Join us for 30 minutes of dreamy bedtime stories and soothing songs. Don't forget to wear your PJs and teddy friends are always welcomed.

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

Respectfully submitted,  
Johnny Parker  
Supervising Librarian  
Solano County Library