

VACAVILLE LIBRARY COMMISSION

November 13, 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 September 11, 2017 –**ACTION**
 - b. Vacaville Library Commission Special Meeting of October 30, 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

- a. Expansion of the Cultural Center Library – the Commission will discuss the expansion to the Cultural Center Library.
- b. Update on repurposing the Computer Center at the Vacaville Town Square Library – the Commission will receive an update on the repurposing of the Computer Center at VTS

10. NEW BUSINESS

Consideration of an alternate Commissioner – the Commission will discuss and may take action on the consideration of an alternate Commissioner. **ACTION**

11. ITEMS OF INTEREST TO THE COMMISSION

12. DATE OF NEXT MEETING: January 8, 2018

13. ADJOURNMENT

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

Library Commission Meeting
September 11, 2017
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
Janet Matthews
Dave McCallum
Carol Sue Robison

Members absent:

None.

Others present:

Paige Frechette, Friends of the Library
Bonnie Katz, Director of Library Services
Malissa Knapp, Library Branch Manager
Johnny Parker, Supervising Librarian
Nancy Redfield, Supervising Librarian
Tamie Tvrdik, Clerical Operations Supervisor
Helen Vinson, Friends of the Library

INTRODUCTIONS

None..

APPROVAL OF MINUTES

The minutes of the meeting of June 12, 2017 were unanimously approved on motion of Mr. DuClair and seconded by Mr. McCallum. So ordered by 5-0 vote.

APPROVAL OF AGENDA

Mr. DuClair moved to approve the September 11, 2017 agenda; Ms. Robison seconded. Motion unanimously approved. So ordered by 5-0 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. In response to Mr. McCallum's inquiry, Ms. Knapp explained that the Friends of the Library pay for the programs at the Vacaville libraries. Mr. McCallum expressed concern about local businesses presenting programs at the Library to help market themselves. The Friends are aware of this and Ms. Knapp assured him that the local Outer Limits Virtual Reality gave the Library a substantial discount. In response to Mr. DuClair's question, Ms. Knapp answered that there were 13 teen drivers that attended the CHP Start Smart program in September. Ms. Katz reported that the Library is connecting Facebook fans to book, movie and music suggestions based on the personal artwork of our customer's tattoos and their stories. The Library received a \$10,000 bilingual grant from the State Library and bilingual materials for children from pre-k thru 6th grade have been purchased. Ms. Katz reported that Link+ is live now. Link+ is an expansion of services through a cooperative service of public and academic libraries. Customers can borrow from over 60 libraries for free.

OLD BUSINESS

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

Ms. Katz reported that plans have been submitted to the city's building division and the Library should have a response within the next 2-3 weeks.

Revisions to the FY 2017-2018 Budget – the Commission will discuss the revisions to the FY 2017-2018 budget and may take action. **ACTION**

Ms. Katz explained the few revisions to the budget now that the Library has the final figures for the year that just ended on June 30, 2017. She reported that due to an accounting error in the Auditor's office, the entire \$5 million that the Board recommended be transferred into the reserves last fiscal year did not happen; \$4,799,918 got transferred. Ms. Katz suggested that the VLC recommend to the Board that \$200,082 get transferred to the reserves making it exactly \$5 million.

After discussion, Mr. DuClair recommended to the Board that \$200,082 be transferred to the reserves in order to have exactly \$5 million in reserves; Ms. Matthews seconded. Motion carried. So ordered by 5-0 vote.

NEW BUSINESS

Repurposing the computer center at the Vacaville Public Library – Town Square (VTS) – the Commission will discuss repurposing the computer center at VTS.

Ms. Knapp gave a presentation on the repurposing of the computer center at Town Square Library. She reported that 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.

There will still be computers available at the Town Square library and the computer center at the Vacaville Public Library –Cultural Center will remain.

Removal of bench outside VTS – the Commission will discuss the removal of the bench outside VTS.

The bench in front and to the left of the Town Square Library that was donated by the Friends has primarily become a homeless hangout. Ms. Katz explained that there was a Facebook post of a picture of the graffiti, dirt, garbage, etc. around that bench that elicited a lot of negative comments. The Library's solution is to remove the bench with the agreement from the Friends. There is another bench to the right close to the book drop that will stay. The City has said they will patrol more at night and on weekends.

Minor remodel of VTS – the Commission will discuss the minor remodel of VTS.

Ms. Katz informed the Commission that the Library is going to do a small remodel of Town Square making it a one-service desk model where both the circulation and information desk can be combined. Staff will be cross trained so customers do not have to wait in line. This plan has worked well at a few other Solano County libraries. Ms. Katz shared a drawing displaying the reconfiguration with the Commission.

Commissioner re-appointment – Commissioners will discuss and may take action on recommending a three-year re-appointment of Commissioner Carol Sue Robison and Beatryce Clark. **ACTION**

Mr. DuClair recommended re-appointing Ms. Robison and Ms. Clark for their second 3-year term; Mr. McCallum seconded. Motion carried. So ordered by a 5-0 vote.

New Commissioner - the Commission will discuss and may take action to fill the upcoming vacancy that will be left by Bruce DuClair after serving his three consecutive three-year terms on the Vacaville Library Commission. **ACTION**

Mr. DuClair has served his third 3-year term and is termed out and becomes ineligible for reappointment for at least one year. The Commission directed Ms. Knapp to advertise for applicants and Ms. Clarke, Mr. McCallum, Ms. Matthews and Ms. Robison volunteered to interview the applicants. Ms. Robison recommended to the Board to have the Commission start the process to fill the Vacaville Library Commission opening; Mr. DuClair seconded. Motion carried. So ordered by a 5-0 vote.

ITEMS OF INTEREST TO THE COMMISSION

Ms. Clark and Ms. Matthews will represent the Commission at the Board meeting on September 21, 2017.

DATE OF NEXT MEETING

The next VLC meeting will be held on Monday, November 13, 2017 at 6:30 p.m. at the Cultural Center Library Conference Room.

ADJOURNMENT

Meeting adjourned at 7:45 p.m.

A handwritten signature in blue ink, appearing to read "M. Knapp", written over a horizontal dashed line.

Malissa Knapp, Library Branch Manager

SPECIAL MEETING

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

Library Commission Meeting
October 30, 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
Janet Matthews
Dave McCallum
Carol Sue Robison

Members absent:

None

NEW BUSINESS

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

Two 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

Mr. McCallum moved to recommend to the Library Board that Cassandra Patton be appointed to the Vacaville Library Commission. Ms. Matthews seconded. So ordered by a 4-0 vote.

ADJOURNMENT

Meeting adjourned at 7:00 p.m.



Malissa Knapp, Library Branch Manager

Librarian's Report to the Vacaville Library Commission
Vacaville Public Library-Cultural Center (VCC)
November 13, 2017

Greetings, Commissioners:

During the months of September & October, VCC welcomed 38,516 visitors and circulated 55,931 items.

During the reporting period, staff presented 44 storytimes, with 1,376 in attendance. 452 elementary school-age children participated in library programs which included PAWS, the Halloween Spooky Storytime and the Northern California Bats program among others. Total attendance for children's programming in September and October was 1829.

Forty-six teens participated in programs at VCC. Programs included the Little Bits program, Teen DIY and CHP Start Smart.

Total attendance for 22 adult programs was 297. These included Road to Employment, Master Gardeners, Knott Just Knitting, Tabletop Thursdays and Lawyers in the Library among others.

Staff made 16 outreach visits and connected with 1,140 people. Staff hosted 1 library tour for 16 people.

Upcoming November through December programs will include:

Crafts for Adults: Book Page Pumpkin. Make a decorative pumpkin out of an old book. Perfect for your holiday table. Wednesday, November 15. 7pm

Little Bits Kits for Teens. Learn how to build simple robots using Little Bits. A fun way to get started with robotics. Wednesday, November 8. 3:30pm.

Holiday Storytime. Join us for a special evening storytime of holiday stories and crafts. Wednesday, December 13. 7pm.

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)
November 13, 2017

Greetings, Commissioners:

During the months of September and October, VTS welcomed 27,965 visitors and circulated 26,605 items.

During the reporting period, staff presented 34 storytimes, with 1,141 in attendance. 1,634 children and teens participated in library programs, including the Birds of Prey: California Raptor Center of UC Davis, Jazz Clinic, Sacramento ZooMobile, and Homework Help.

Total attendance for 24 adult programs was 677. These included Astrology, Brain Games, Book Club, Credit Repair Workshop, First Time Homebuyer's Workshop, Writer's Group, Gadget Workshop, Crafty Greetings, Old Time Radio Theatre, Classic Movie Nite, Project Linus, The Beatles, and Paranormal Team.

Upcoming program highlights include:

- Crafty Greetings: Tuesday, November 14th, 6:30 – 7:30 PM – Join us for our monthly card making program. Each month will focus on a special theme, and we'll have all the supplies for you to create a one-of-a-kind card. For ages 18 and up. Our program is offered the second Tuesday of each month.
- Music Discussion Group: Friday, November 17th, 3:00 – 5:00 PM – Join us for this exciting pilot program. The objective of this discussion group is to talk about the music, artists, and albums of specific eras that transformed the music industry. Our first discussion will be on Journey - Escape and Prince - Purple Rain.
- Ugly Holiday Sweater Selfies: Friday, December 1 - 30, 2017, 10:00 AM – 5:00 PM. Stop by the Vacaville Public Library - Town Square and show us your best, and worst, holiday sweater this season. Take a selfie in front of our holiday backdrop, and show off your "sweater fashion" to families and friends throughout the month of December.
- Classic Movie Nite for the Holidays: Tuesday, December 19th, 6:30 – 8:00 PM. Celebrate the holiday season with the 1964 science fiction comedy classic, "Santa Claus Conquers the Martians". This family fun-filled classic stars Pia Zadora and John Call as Santa Claus. Complementary refreshments and popcorn will be served. This program is free, thanks to the Vacaville Friends of the Library.

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

Respectfully submitted,
Johnny Parker
Supervising Librarian
Solano County Library

[Up^](#) [Add To My Favorites](#)**EDUCATION CODE - EDC****TITLE 1 GENERAL EDUCATION CODE PROVISIONS [1. - 32500]** (Title 1 enacted by Stats. 1976, Ch. 1010.)**DIVISION 1 GENERAL EDUCATION CODE PROVISIONS [1. - 32500]** (Division 1 enacted by Stats. 1976, Ch. 1010.)**PART 11. LIBRARIES [18010 - 20092]** (Part 11 enacted by Stats. 1976, Ch. 1010.)**CHAPTER 3. Unified School Districts and Union High School Districts Public Libraries [18300 - 18571]** (Chapter 3 enacted by Stats. 1976, Ch. 1010.)**ARTICLE 8. Library Commission [18440 - 18452]** (Article 8 enacted by Stats. 1976, Ch. 1010.)

18440. A board of library trustees may appoint, by resolution or other order entered in the minutes of the board of library trustees, a library commission consisting of five members to manage and operate the library or libraries of the district. Before any board of library trustees appoints a library commission as provided herein, the board of library trustees shall hold at least one public hearing on the matter of the creation of a library commission; notice of such hearing shall be given by publication pursuant to Section 6066 of the Government Code, in a newspaper designated by the board of library trustees and circulated throughout the district, and by posting of the notice in three public places in the district at least 15 days prior to the date of the public hearing.

(Enacted by Stats. 1976, Ch. 1010.)

18441. The members of the library commission shall hold office for three years from the first day of July next succeeding their appointment and until their successors are appointed and qualified, and shall serve without compensation.

(Enacted by Stats. 1976, Ch. 1010.)

18442. The members of the first commission appointed shall be so classified by the board of library trustees at the time of their appointment that the term of office of one of the members shall expire on the first day of July one year after the first day of July next succeeding his appointment, two at the end of one additional year thereafter, and two at the end of two additional years thereafter.

(Enacted by Stats. 1976, Ch. 1010.)

18443. Vacancies shall be filled by the board of library trustees by appointment for the unexpired term.

(Enacted by Stats. 1976, Ch. 1010.)

18444. Within 30 days after the members of the commission are first appointed, and whenever vacancies in an office occur and are filled, the commission shall meet and organize as a commission, electing a president and a secretary from their number, after which they may transact business. The commission shall meet at a time and place that the commission determines by resolution. Regular and special meetings shall be called and conducted as prescribed in Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the Government Code.

(Amended by Stats. 2007, Ch. 730, Sec. 11. Effective January 1, 2008.)

18445. A majority of the commission shall constitute a quorum for the transaction of business.

(Enacted by Stats. 1976, Ch. 1010.)

18446. The commission shall act only by resolution or motion. A majority vote of the members of the commission is required on each action taken, and the vote thereon shall be recorded.

(Enacted by Stats. 1976, Ch. 1010.)

18447. The commission shall cause a proper record of its proceedings to be kept and maintained.

(Enacted by Stats. 1976, Ch. 1010.)

18448. Members of the commission may be allowed actual necessary traveling and incidental expenses incurred in the performance of official business of the district as approved by the commission.

(Enacted by Stats. 1976, Ch. 1010.)

18449. The commission shall do and perform any and all powers and duties authorized or required of the board of library trustees in Article 7 (commencing with Section 18400) of this chapter with the exception of Section 18411, provided that the consent of the board of library trustees shall be necessary before the commission may dispose of property pursuant to Section 18401 and before the purchase, erection, rental, and equipment of buildings or rooms pursuant to Section 18404.

(Enacted by Stats. 1976, Ch. 1010.)

18450. Upon the receipt by the county auditor of an order of the library commission of the district, he shall issue his warrant upon the county treasurer for the amount stated in the order if sufficient funds be on deposit in the account of the district with the county treasurer.

(Enacted by Stats. 1976, Ch. 1010.)

18451. Annually, and on or before the first day of June of each and every year, the commission shall submit or cause to be submitted to the board of library trustees its proposed budget for the operating and maintaining of the library or libraries of the district for the ensuing fiscal year. The proposed budget shall include an estimate of the cost of any or all of the following:

- (a) Leasing of temporary quarters;
- (b) Purchasing of suitable real property;
- (c) Procuring plans and specifications, and erecting a suitable building or buildings;
- (d) Furnishing and equipping the library building, and fencing and ornamenting the grounds for the accommodation of the public library.

(Enacted by Stats. 1976, Ch. 1010.)

18452. The board of library trustees may dissolve the library commission created under the provisions of this article effective as of the 30th day of June next succeeding. Before taking action to dissolve a library commission, the board of library trustees shall hold at least one public hearing on the matter; notice of such hearing shall be given by publication pursuant to Section 6066 of the Government Code, in a newspaper designated by the board of library trustees and circulated throughout the district, and by posting of the notice in three public places in the district at least 15 days prior to the date of the public hearing.

(Enacted by Stats. 1976, Ch. 1010.)