

Minutes of the  
Vacaville Library Commission  
January 8, 2024

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**CALL TO ORDER**

Ms. Rollins called the meeting to order at 6:35 p.m.

**ROLL CALL AND ESTABLISHMENT OF QUORUM**

Members Present

Cathy Valdez

Peggy Rollins, President

Steve Vidmar

Tom Baxley

Others Present

Suzanne Olawski, Director of Library Services, Solano County Library

Mike Eitner, Assistant Director of Library Services, Solano County Library

Nancy Redfield, Library Branch Manager, Solano County Library

Nancy Dunn, Vacaville School District

Cathy Sheldon, Office Assistant III, Solano County Library

**INTRODUCTIONS**

Ms. Vinson and Ms. Frechette, Friends of the Vacaville Libraries, introduced themselves.

**APPROVAL OF MINUTES**

Ms. Valdez moved to approve the meeting minutes of November 13, 2024; Mr. Baxley seconded. Motion carried. So ordered 4-0 vote.

**APPROVAL OF AGENDA**

Ms. Valdez moved to approve the January 8, 2024 agenda; Mr. Vidmar seconded. Motion carried. So ordered 4-0 vote.

**COMMENTS FROM THE FLOOR**

None.

**CORRESPONDENCE**

Ms. Olawski received correspondence from the Secretary of State, stating there is no record on file that the Vacaville Library District is registered as a Public Agency (Form SF-405). The governing body of a public agency is required yearly to file a specified statement of facts about the agency with the Secretary of State. The Vacaville School District is registered but not the Library District. Ms. Olawski will do more research into the filing.

**LIBRARIANS' REPORTS**

Mr. Vidmar inquired about weeding materials in preparation for the Cultural Center Library closure for construction. Ms. Rollins inquired how the library is advertising the free notary service. Ms. Redfield stated the information is on the website and there are flyers at the branches.

**OLD BUSINESS**

The Commission will receive an update on the Cultural Center Library expansion project.

Ms. Olawski gave a brief update on the Cultural Center expansion. The project has completed the design development phase and is preparing to commence construction documents. Project budget is being reviewed. The project team had a productive pre-application meeting with the City of Vacaville staff. Further discussions with the City regarding ADA parking and paint colors will be scheduled. Mr. Reynolds, Solano County Capital Projects Sr. Coordinator, plans to attend the March meeting to provide project updates.

**NEW BUSINESS**

The Commission will appoint a member to the Solano County Advisory Council.

Ms. Valdez moved to appoint Mr. Baxley to the Solano County Advisory Council; Mr. Vidmar seconded. Motion carried. So ordered 4-0 vote.

**ITEMS OF INTEREST TO THE COMMISSION**

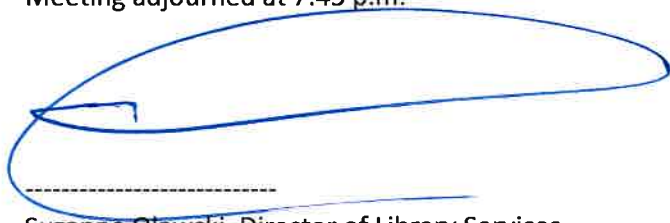
None.

**DATE OF NEXT MEETING**

The next Vacaville Library Commission meeting will be held on Monday, March 11, 2024 at 6:30 p.m. at the Vacaville Cultural Center Library.

**ADJOURNMENT**

Meeting adjourned at 7:45 p.m.

A large, handwritten signature in blue ink, appearing to read 'Suzanne Olawski', is written over a horizontal dashed line.

Suzanne Olawski, Director of Library Services