

**Vacaville Library Board Regular Meeting (Thursday, June 27, 2024)**

Generated by Jenna Skinner on Monday, July 1, 2024

**Members present**

Michael Kitzes, Nancy Dunn, Lindsay Kelly, Amy T Russell

**Meeting called to order at 1:14 PM****1. TELECONFERENCE/ATTEND MEETING INFORMATION**

Procedural: A. Options to view and/or participate in meeting

**2. OPENING OF MEETING**

Procedural: A. Establish Quorum/Call to Order

Board Clerk, Nancy Dunn called the Library meeting to order at 6:01 p.m. Board President John Jansen, Vice President Daniel Santellan, and Trustee Santiago Serrato were absent.

Action: B. Approval of June 27, 2024 Agenda

It is requested that the Board approve the June 27, 2024 agenda as presented.

Board Member Vote:

Motion by Amy T Russell, second by Lindsay Kelly.

Final Resolution: Motion Passed

Yes: Michael Kitzes, Nancy Dunn, Lindsay Kelly, Amy T Russell

Action, Minutes: C. Approval of March 21, 2024 Minutes

It is requested that the Board approve the March 21, 2024 Regular Library Board meeting minutes as presented.

Board Member Vote:

Motion by Amy T Russell, second by Lindsay Kelly.

Final Resolution: Motion Passed

Yes: Michael Kitzes, Nancy Dunn, Lindsay Kelly, Amy T Russell

**3. COMMENTS FROM THE FLOOR**

Public Comment: A. Comments from the Floor

There were no public comments.

**4. STAFF REPORTS AND PRESENTATIONS**

Information: A. Library Commission Report

Library Commissioner, Peggy Rollins shared that their summer reading program is underway and has increased thirty percent already; brought attention to the ongoing library events such as the lunch program at the library held June 12- August 9, 2024; commented that the California State Park Pass Program may be at risk and shared the library's intention to continue the program; noted her excitement for the Cultural Center Library Project improvements and renovations; and affirmed that the staff will continue to reach out to schools for weekly or monthly visits and story times.

Information: B. Library Director's Report

Director of Library Services, Suzanne Olawski library gave information that the Library's mobile app can be found on Google Play Store, [www.googleplay.com](https://www.googleplay.com) apps and Apple App store, <https://www.apple.com/app-store/>, and included for Library card holders the meditation app called Calm, <https://www.calm.com/>; explained the disruptions in accessing the library public computer services sharing of ongoing investigation of library system data breach; computer specialists are in the process of restoring functionality; and reminded all that no date had been set as of yet for public access of the computers could be given at this time, but was hopeful it would be within the next few weeks.

Information, Presentation: C. The Vacaville Cultural Center Library Project (attachment)

Director of Library Services, Suzanne Olawski, Solano County Capital Project Coordinator, Tim Reynolds, and Senior Project Executive of Gilbane Building Company, Michael Coss collectively presented the updates to the Vacaville Cultural Center Library Project. The team shared reasons for the cost increase and offered alternative scopes of the projects with pricing; explained the reasoning for the requested approval of Director of Library Services having the ability to approve amendments up to \$75,000.00- delegate authority; described that the bids came back 15% higher 200 sub trades which in turn required a new budget of \$24,500,000; assured the Board that the additional 4.5 million would come from the library district's contingency line, further verified that their current balance is 2.4 million, and reminded the Board of the maximum amount with 30% industry standard; and contributed their design work and vision after it is complete in three components: expansion and library services, beacon to the community and outdoor children/teens area with amphitheater to benefit the city.

**5. ACTION ITEMS**

Action: A. Adoption of Resolution No. 2, 2023-24, Adopting the Gann Limit for 2024-25 (attachments)  
It is requested the Board approve Resolution No. 2, 2023-24, Adopting the Gann Limit for 2024-25 as presented.  
ROLL CALL VOTE:

Motion by Michael Kitzes, second by Lindsay Kelly.  
Final Resolution: Motion Passed  
Yes: Michael Kitzes, Nancy Dunn, Lindsay Kelly, Amy T Russell

Action: B. Approval of an Increase for Total Project Cost for a Not-to-Exceed Amount for the Renovation and Expansion of the Vacaville Cultural Center Library and authorize the Director of the Library Services to transfer funds from the Library District's reserve funds (730 accounts) to the Library District's Operating Fund (427) (attachment)  
It is requested the Board approve a total project cost for an increase not-to-exceed Amount of \$24,500,000.00 for the renovation and expansion of the Vacaville Cultural Center Library and authorize the Director of the Library Services to transfer funds from the Library District's reserve funds (730 accounts) to the Library District's operating fund (427).  
Board Member Vote:

Motion by Amy T Russell, second by Michael Kitzes.  
Final Resolution: Motion Passed  
Yes: Michael Kitzes, Nancy Dunn, Lindsay Kelly  
No: Amy T Russell

Trustee Dunn called for a recessed to look up the government code, 34102 that explained that a quorum of four board members has been established, and that the majority of the quorum would pass the vote of 3-1.

Action: C. Approval of Authorization of the Director of the Library Services to Execute a Construction Manager at Risk Agreement with Gilbane Building Company for the Renovation and Expansion of the Vacaville Cultural Center Library Project (attachment)  
It is requested that the Board authorization the Director of the Library Services to execute a Construction Manager at Risk Agreement with Gilbane Building Company for the Renovation and Expansion of the Vacaville Cultural Center Library with a not-to-exceed or guaranteed maximum price (GMP) of \$18,556,409.00. Alternatively, the Board could consider a not-to-exceed amount of \$18,062,939.00 which would exclude additive/alternates for the outdoor children/teens area.  
Board Member Vote:

Motion by Lindsay Kelly, second by Michael Kitzes.  
Final Resolution: Motion Passed  
Yes: Michael Kitzes, Nancy Dunn, Lindsay Kelly  
No: Amy T Russell

Action: D. Approval of Delegating Authority to the Director of the Library Services to Execute Amendments within the Approved Project Budget up to \$75,000.00 per Amendment  
It is requested that the Board authorize the Director of Library Services to execute amendments within the approved project budget. The cost of individual amendments authorized by the Director of Library Services shall not exceed up to \$75,000.00 per amendment.  
Board Member Vote:

Motion by Lindsay Kelly, second by Amy T Russell.  
Final Resolution: Motion Passed  
Yes: Michael Kitzes, Nancy Dunn, Lindsay Kelly, Amy T Russell

Action: E. Approval of Authorizing the Library Director to remit existing furniture, fixtures, and equipment to County Surplus (attachment)  
It is requested that the Board authorize the Library Director to remit existing furniture, fixtures, and equipment to County Surplus as part of the Cultural Center Library renovation and expansion project. Michael Kitzes asked for a revised motion that the VUSD Board will decide where the surplus equipment and furniture will go.  
Board Member Vote:

Motion by Amy T Russell, second by Michael Kitzes.  
Final Resolution: Motion Passed  
Yes: Michael Kitzes, Nancy Dunn, Lindsay Kelly, Amy T Russell

Action: F. Adoption of the Vacaville Library District Budget for Fiscal Year 2024-25 (attachment)  
It is requested that the Board approve the Vacaville Library District 2024-25 budget as presented.  
Board Member Vote:

Motion by Michael Kitzes, second by Lindsay Kelly.  
Final Resolution: Motion Passed  
Yes: Michael Kitzes, Nancy Dunn, Lindsay Kelly, Amy T Russell

Action: G. Approval of the Updated MOU between the County of Solano on behalf of the Solano County Auditor-Controller and the Vacaville Unified School District Library District for Financial Services  
It is requested the Board approve the updated MOU between the County of Solano on behalf of the Solano County Auditor-Controller and the Vacaville Unified School District Library District for Financial Services.  
Board Member Vote:

Motion by Michael Kitzes, second by Lindsay Kelly.  
Final Resolution: Motion Passed  
Yes: Michael Kitzes, Nancy Dunn, Lindsay Kelly, Amy T Russell

6. ADJOURNMENT

Procedural: A. Adjourn June 27, 2024 Meeting  
There being no further business, Trustee Dunn adjourned the meeting at 7:38 p.m.



