

Minutes of the
Vacaville Library Commission
September 8, 2025

CALL TO ORDER

Ms. Rollins called the meeting to order at 6:30 p.m.

ROLL CALL AND ESTABLISHMENT OF QUORUM

Members Present

Ms. Peggy Rollins

Mr. Steve Vidmar

Mr. Tom Baxley

Ms. Allison Henry

Others Present

Ms. Suzanne Olawski, Director of Library Services, Solano County Library

Ms. Megan Wong, Assistant Director of Library Services, Solano County Library

Ms. Lisa Lin, Admin Services Manager, Solano County Library

Ms. Nancy Redfield, Library Branch Manager, Solano County Library

Mr. Tim Reynolds, Sr. Capital Projects Coordinator, Solano County

Mr. Johnny Parker, Supervising Librarian, Solano County Library

Ms. Brenda Guzman, Office Assistant II, Solano County Library

INTRODUCTIONS

None

APPROVAL OF MINUTES

Approval of minutes of May 12, 2025 (ACTION)

Approval of minutes of June 9, 2025 (ACTION)

Mr. Vidmar moved to approve the minutes of both the May 12, 2025 and June 9, 2025 meetings. Ms. Henry seconded. Motion carried by a 4-0 vote. So ordered.

APPROVAL OF AGENDA

Ms. Henry moved to approve the agenda for September 8, 2025. Mr. Baxley seconded. Motion carried by a 4-0 vote. So ordered.

COMMENTS FROM THE FLOOR

None

CORRESPONDENCE

None

LIBRARIANS' REPORTS

The Commission reviewed the librarian reports. Mr. Parker recognized staff for successfully running the summer meals program (breakfast & lunch), Lunch at the Library, in partnership with the Vacaville Unified School District. The Town Square Library is an eligible meal site because of its proximity to a qualifying school (criteria based on free/reduced lunch percentages). Meals are vital for children who rely on school nutrition during summer. The program also is supported by teen volunteers (approx. ages 12–14+). Total meals served Summer 2025: 7,142 (up from 6,405 last summer). Summer Reading sign-ups 2025: 2,872 (slightly down due to Cultural Center closure). Student Access Card circulation (Vacaville USD): 15,652 items checked out during 2025 academic school year.

Ms. Olawski shared that the Board of Supervisors will merge the Library Advisory Council and the Measure L Independent Citizens Oversight Committee into a single new committee. Both existing committees will dissolve after the upcoming meeting. The new committee will meet 3 times a year with an optional fourth meeting if necessary. Membership will be streamlined with fewer members and new bylaws that define criteria for appointees (e.g., library users, in good standing, supportive of public libraries). Appointments will be approved by the Board of Supervisors. The new committee's first meeting is expected in March 2026 following the Board's October action.

OLD BUSINESS

a. **FY 2025-2026 Vacaville Library District Revised Budget - (ACTION)**

Ms. Henry moved to approve the Vacaville Library District Fiscal Year 2025-26 revised budget as presented; Mr. Vidmar seconded. Motion carried 4-0. So ordered.

b. **Cultural Center Library Project**

Mr. Reynolds reported that the project is on schedule for completion with the grand reopening planned for December 13th. Exterior work including glazing, stucco, and landscaping is nearly complete, while interior finishes, lighting, HVAC, casework, and children's area installations are ongoing. Fabrication of the children's tree canopy and seating is underway, with the mural artist scheduled for October 14th. FF&E will arrive September–October, and minor adjustments to millwork and custom panels are being completed. The building is fully enclosed and waterproofed, and library staff are coordinating shelving and book organization in preparation for reopening.

NEW BUSINESS

a. **Vacaville Library District Financial Audit for Fiscal Years Ending June 30, 2022 and June 30, 2023 – (ACTION)**

Mr. Baxley moved to accept and recommended the Library District Board's acceptance of the financial audit for fiscal years ending June 30, 2022, and June 30, 2023; Ms. Henry seconded. Motion carried 4-0.

b. **Election of President - The Vacaville Library Commission will elect a President for Fiscal Year 2025-2026. (ACTION)**

Ms. Henry nominated Mr. Vidmar as Commission President for Fiscal Year 2025-2026; Ms. Rollins seconded. Motion carried 4-0. So ordered.

c. Commissioner Re-appointment – The Vacaville Library Commission will discuss and may take action on recommending a third term for a three-year re-appointment of Commissioner Cathy Valdez – (ACTION)

Mr. Vidmar moved to approve Commissioner Valdez for a third term for a three-year re-appointment; Mr. Baxley seconded. Motion carried 4-0. So ordered.

ITEMS OF INTEREST TO THE COMMISSION

None.

DATE OF NEXT MEETING

The next Vacaville Library Commission meeting will be held on Monday, November 10, 2025 at 6:30 p.m. at the Vacaville Town Square Library, 1 Town Square Place.

ADJOURNMENT

Meeting adjourned at 7:58 p.m.



Suzanne Olawski, Director of Library Services