

SPECIAL Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
October 18, 2021
As Approved on December 13, 2021

Roll Call, Present: Chair Jeff Slavitz, Vice Chair Ken Weil, Niran Amir, Thomas Cromwell, Lawrence Drew, Maureen Johnson, Roxanne Richards

Members Absent:

Also Present: Deborah Mazzolini, Glenn Isaacson, Nancy Kemnitzer, Kristin Johnson, Deirdre McCrohan

CALL TO ORDER: Chair Slavitz called the meeting to order at 6:15 pm

OPEN Forum:

Chair Slavitz opened the floor to comments or questions from the public. There were none.

1. Chair's Report

There was no report from the Chair.

2. Library Director's Report

Director Mazzolini reported that 145,148 items have been checked out so far this fiscal year via curbside service. Children's Librarians have hosted 134 virtual story times on YouTube, including toddler preschool sessions, French story time, book reviews, reading buddies with Teen volunteers, virtual performances, summer reading and crafts, and virtual holiday celebrations. Children's Librarians have also made classroom visits, and prepared monthly kits for children to take home. The Teen Librarian also prepares kits with 3-to-4 different craft projects in each bag. About 100 kits per week are taken home by patrons. Teens can also participate in online poetry readings and book discussions. The Library Staff also offers personalized book service for families. Some families have been checking out up to 40 books per week. Reference staff are available by phone Monday through Saturday from 10am to 4pm, responding to 30-40 calls per day, many regarding technology learning. Staff is also offering curbside technology service. Chairs and tables have been set up under a tent on the patio for study and Wi-Fi/computer use. Teens have been using this space most afternoons each week.

The Staff and Collection migration to temporary quarters in the new space, and possible opening are still pending with a possible starting date of November 15. Ten percent of the collection will be available for checkout, and books from other Marin libraries will also remain available through the system.

3. Expansion Update

At the exterior the concrete areas in the parking lot are nearly finished. When they are complete, the lot will be paved.

In the interior, most of the wood trim has been installed, along with carpeting in all expansion areas that are to receive carpet, and most of the lighting and wood slat ceiling is installed. Clocks have been hung. Vinyl flooring and door installation are expected to be completed within the next few weeks

Children's furniture will begin arriving on October 25th. New and existing furniture will be set up, and the Children's area will be complete for operation. Part of the adult collection will be temporarily shelved in the new Founders' Room. Staff will be placed in temporary quarters (wherever they can fit and connect to data) sometime in November.

The migration of Staff and the collection is dependent upon the receipt of a Temporary Certificate of Occupancy from the Town of Tiburon. A plan has been prepared by the Architect and is currently under contractor review. The plan must allow for ongoing construction work in the old library space in addition to both staff occupancy and contractor work in the new space, and must also accommodate life safety, egress, alarm systems, and ventilation. A comprehensive plan will be submitted to Town of Tiburon as soon as it is approved by the contractor.

Chair Slavitz asked whether the temporary quarters/expanded space will be open to the public in November, and with what open hours. Director Mazzolini said that the Library Staff are ready for opening with as many hours as possible, probably 10am to 8pm Tuesday through Thursday, and 10am to 5pm on Monday, Friday, and Saturday, with Sunday hours also under consideration. If the parking lot is not complete, parking for patrons will remain in the paid lot east of Town Hall, which offers one hour free. Opening to the public will depend upon the particulars of the temporary occupancy permit. Project Manager Isaacson added that the public should be advised that there will be limited access points and spaces open - probably only the Children's and Founders' Rooms.

The opening of the entire Library is likely to be in March or later. The major project of refurbishing the old portion of the Library cannot be undertaken until after the migration of the Staff and Collection.

Trustee Richards asked when the public restrooms would be complete and open. Project Manager Isaacson said that this would be about 40 days after the migration takes place. There will be one single use restroom available in the Children's room. The restroom construction is dependent upon the availability of the old electric room, which cannot be cleared of its current purpose until the migration is achieved. If necessary, temporary restroom facilities can be procured fairly quickly. Mr. Isaacson added that the Library Staff members have been very helpful in understanding the process, planning, and taking action for these upcoming changes.

4. Foundation Report

Foundation President Rachael Ong reported that the Foundation held a very successful gathering of potential donors last week, featuring a Library tour and refreshments. The event was hosted by Suzanne and Peter Scully, and the invited guests were younger parents with children in the Reed School System. A donation of \$5,000 was received at the event, and Librarian Ivan Silva's presence to answer questions about the Teen and Maker Spaces and technology learning opportunities generated much focused interest in these areas among the attendees.

Additional events are planned for late November and December: A Bookmarks-hosted event at the Library with up to 50 guests, if possible, and hopefully several other in-person group tours. A donor has recently committed \$50,000, possibly up to \$100,000 towards the murals in the children's Library.

An e-blast later this week will highlight the November online Book Passage Petrocelli Coffee event hosted by Brenda Bottum and Suzanne Scully and the annual local Wreath Auction hosted by Pam Goldman and Whitney Lee, along with the first fall Capital Campaign solicitation for October. The letter will encourage the scheduling of walk-throughs, and a follow-up letter will be sent in December.

Agency Trustees are asked to participate community outreach for the Petrocelli event, including ticket and raffle sales.

Trustee Richards asked about fundraising for Library programs. President Ong said that the focus for this season will remain on the Capital Campaign until the target for the Library Expansion is met. Annual giving will hopefully be revisited after the Library is fully operating again, when it will be easier for program donors to see the impact of their giving.

5. Agency Quarterly Treasurer's Report and Financial Statements, September, 2021

Clerk Johnson reported that, with 25% of the year passed, no revenue has been received and expenditures are at 28% of budget. This is normal at this time of year, as most revenues are received in December and April, and many digital subscriptions, all insurance, and the CalPERS UAL are paid in July, the first month of the new fiscal year.

6. Committee Reports

Vice Chair Weil reported that an Agency Closed Session was held on October 14 for initial review of applicants for Library Director. There were 32 applicants, and 9 were selected for semi-final interviews which will be conducted in Agency Closed Sessions on October 25 and 26. Final interviews are scheduled for November 12.

CONSENT CALENDAR

7/8. Motion to approve the Minutes of September 20, 2021, and the Warrants dated September, 2021, made by Trustee Cromwell seconded by Trustee Johnson.

Roll Call Vote:

Ayes: Vice Chair Weil, Trustee Amir, Trustee Cromwell, Trustee Drew, Trustee Johnson, Trustee Richards, and Chair Slavitz.

Absent: None

Noes: None.

Motion Passed.

TRUSTEE CONSIDERATIONS:

There were no Trustee considerations on this Agenda.

13. Meeting Dates

The next Special Meetings will be held on October 25 and 26.

The next Regular meeting is scheduled for November 15, but may be changed to a Special meeting November 8.

Chair Slavitz adjourned the meeting at 6:54 pm.

Respectfully Submitted,

Kristin M. Johnson, Clerk of the Belvedere-Tiburon Library Agency Board