

SPECIAL Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
December 13, 2021
As Approved on January 10, 2022

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, Crystal Duran, Rachael Ong, Jenna Ervice, Nancy Kemnitzer, Vikki Rodriguez, Kristin Johnson, Deirdre McCrohan, Bonnie Spiesberger, Ann Aylwin, Wyman Harris, Victoria Fong

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.

Vickie Fong thanked Director Mazzolini for her service, and welcomed Crystal Duran. She also expressed her interest in supporting a robust music program at the Library. She would like to convene a group to discuss this. Director Mazzolini added that Mr. and Mrs. Fong have generously supported a music alcove in the new Library.

Bonnie Spiesberger thanked Director Mazzolini for her years of work and for the donors she has cultivated. She thanked Project Manager Glenn Isaacson for his excellent management of the Expansion Project, and asked if there might be a rain cover over the parking lot entrance to the Library.

1. Chair's Report

There was no report from Chair Slavitz.

2. Library Director's Report

Director Mazzolini welcomed incoming Director Crystal Duran.

She said that the staff hope to partially open the Library to patrons when the restrooms are completed.

New murals representing more people of varied cultures and colors are under production for installation the new Children's room.

Director Mazzolini thanked the Trustees, Foundation, and community members for their support, during her 25 years as Director of the Library.

Chair Slavitz said that a larger official celebration of Director Mazzolini and her outstanding contributions and an official welcome to incoming Director Duran are planned for when the completed Library opens.

3. Expansion Update

Project Manager Glenn Isaacson reported that a milestone has been reached, with the expansion area substantially finished and occupied by staff. The Children's Library has been set up, and the parking lot is paved and ready for use, with curbside Circulation service moved to the parking area building entrance. The original building has been emptied, with all books and furniture moved, and is ready for the last phase of renovation.

The final phase of the project is currently being reviewed for re-pricing. Some simplifications to the original plan have been made which will hopefully result in lower costs. The changes must be approved by the Town of Tiburon. Trustee Richards asked about the simplifications and whether they included saving time in addition to cost. Project Manager Isaacson said that most of the changes related to the HVAC system, i.e., keeping more of the current system, which also allowed for less demolition of drywall. In addition, the existing family restroom in the old Children's area will be kept, rather than replaced or relocated, and used as a staff restroom. Both money and time savings are the goal of these changes.

In the new, staff-occupied, portion of the building, the priority is now to complete the restrooms. This is necessary for permitting to allow the public back into the Library. This work had to wait for the staff migration into the new space and the completion of the new IT room. This allowed for the clearing of the old IT room, which will now become part of the restrooms.

The striping on the Tiburon Boulevard left turn onto Mar West is complete. The only remaining work on Tiburon Boulevard is the completion of the accessible curbside drop-off in front of the Town Hall.

Chair Slavitz asked about the procurement of a portable restroom trailer to increase the Library's public occupancy capacity. Director Mazzolini said that this was pending, will cost \$13,000 per month, and will come out of the Library's Operating budget, rather than the Project Budget.

Project Manager Isaacson said that the current temporary occupancy permit allows for staff of 20 or fewer. When the temporary toilets are made available, the occupancy allowance will increase to a maximum of 36 people in the Library at one time.

Several trustees asked about options to allow more people in the Library, and emphasized the urgency of opening the Library to its supporting public. Project Manager Isaacson said that, as soon as the permanent ADA restrooms are available, there will be no limitations on the number of people allowed in the Library. This completion is projected for mid-February.

Project Manager Isaacson added that, since the staff is occupying much of the new spaces, letting the public in will not be a good library experience: There are no places to sit down, thus no real opportunities for spending time reading or working in the Library at this time.

4. Foundation Report

Foundation President Rachael Ong reported that the Foundation had a solid November, with \$175,000 in donations, including a sizeable gift from a recent family walk-through of the building.

The Capital Campaign has had a successful meeting with former Foundation Members and Agency Members with presentations by Director Mazzolini and Project Manager Isaacson. Feedback from attendees was phenomenal: 30 attended by zoom, the presentations were well received, and a contribution of \$50,000 was received that day. In addition, three attendees volunteered to sign on as ambassadors for fundraising. Another similar event is planned for the near future. President Ong thanked Bonnie Spiesberger for spearheading the initiative.

Three separate fundraising appeals will be carried out in December: (1) A mailing to existing and lapsed donors today, (2) A mailing to the entire 94920 area early next week including both Capital Campaign and Annual Giving, (3) An email blast on qualified distributions from IRAs and appreciated securities also next week.

The Grand Opening Events Committee is planning a celebration which includes a big focus on Honoring Director Mazzolini and welcoming Director Duran. The Committee is chaired by Foundation Directors Stacy Achuck, Marty Winter, and Brenda Bottum. Volunteers from the Agency, Foundation, and Town and City staffs comprise the Committee, which will meet on January 19th.

Foundation Director Kelly Lauber led a group of Montessori School parents on a Library walk-through recently in conjunction with the Foundations plan to reach out to community stakeholders. Additional future events are planned.

Trustee Cromwell asked how much fundraising is still needed for the Capital Campaign. President Ong said that approximately \$2,000,000 is still needed.

5. Agency Financial Statements, November, 2021

Clerk Johnson reported that, with 42% of the year passed, very little revenue has been received and expenditures are at 42% 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. Treasurer's Report on Expansion Line of Credit

Treasurer Slavitz reported that a monthly assessment incorporating Foundation activity and Project Reports is used to determine estimated Line of Credit borrowing. It is currently estimated that the borrowing will begin in January or February. Because the Foundation

has \$450,000 in receivables, in addition to the \$2,000,000 fundraising needed, the Line of Credit Borrowing is expected to be \$2,500,000.

7. Committee Reports

There were no committee reports.

CONSENT CALENDAR

8/9. Motion to approve the Minutes of October 14, 18, 25, and 26, and November 12, 2021, and the Warrants dated October and November, 2021, made by Trustee Cromwell, seconded by Trustee Amir.

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:

10. CONSIDERATION OF APPOINTMENT OF CRYSTAL DURAN AS BELVEDERE TIBURON LIBRARY DIRECTOR

Chair Slavitz welcomed Crystal Duran to the meeting, and asked for a motion to appoint her as Library Director.

Motion to appoint Crystal Duran as Director of the Belvedere Tiburon Library made by Trustee Drew, seconded by Trustee Cromwell.

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.

11. REVIEW OF FIRST DRAFT OF BELVEDERE TIBURON LIBRARY AGENCY AUDIT REPORT FOR THE FISCAL YEAR ENDED JUNE 30, 2021

Audit Partner Vikki Rodriguez said that, after a high level overview, she and her staff have completed the Library audit with an unmodified, clean opinion. The Library's internal controls are adequate, with no material weaknesses and no significant deficiencies. The

audit went smoothly, items requested were provided on a timely basis, the information provided was accurate, and there were no non-compliance issues.

Rodriguez said that Management's discussion and analysis (beginning on Page 11-7) provides a summary prepared by Library staff and highlights key information from the audit report. Page 11-7 shows net operating results for all activity. The Library had positive results this year with a fund balance increase. Pages 11-16 and 11-17 present a long-term perspective with capital assets, construction costs, and long term liabilities, including net pension and OPEB liabilities. Page 11-20 shows operating results.

There were no major changes in reporting this year. Page 11-28 shows additions to construction. Page 11-44 shows a budgetary comparison, with an overall positive results of \$270,000.

12. CONSIDERATION OF APPROVAL OF RESOLUTION NO. 271-2021 PROCLAIMING A LOCAL EMERGENCY

This motion allows the Library to continue with remote Agency meetings, and is valid for one month at a time.

Motion to approve Resolution No. 271-2021 made by Trustee Weil, 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.

13. CONSIDERATION OF MECHANICS BANK CHANGE IN TERMS AGREEMENT AND CORPORATE RESOLUTION TO BORROW

Chair Slavitz explained that the original Line of Credit agreement included terms that, as of February, 2022, the amount of borrowing would be frozen and payments of \$16,000 per month would begin at that time. This new agreement extends the terms of the contract by 6 months, including when the freeze happens. Currently, the worst case expected borrowing is \$2,500,000. The interest rate remains at 4.5%, as the loan is unsecured (secured only by Foundation fundraising). This is an excellent rate, negotiated by former Trustee Tom Gram, at a time when no other banks were willing to offer these kinds of terms.

Motion to approve Mechanics Bank Change in Terms Agreement and Corporate Resolution to Borrow made by Trustee Cromwell, seconded by Trustee Amir.

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.

14. CONSIDERATION OF EXTENDING LIBRARY DIRECTOR MAZZOLINI'S CONTRACT END DATE FROM DECEMBER 31, 2021 TO JANUARY 14, 2022

Motion to approve Extension of Library Director Mazzolini's Contract End date from December 31, 2021 to January 14, 2022 made by Trustee Johnson, seconded by Trustee Weil.

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.

15. Meeting Dates

The next Regular Meeting will be held on January 10, 2022.

Chair Slavitz adjourned the meeting at 7:30 pm.

Respectfully Submitted,

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