

**Special meeting  
BELVEDERE-TIBURON LIBRARY AGENCY  
Belvedere-Tiburon Library, Tiburon, California  
September 21, 2020  
As approved on October 19, 2020**

**Roll Call, Present:** Chair William Smith, Vice Chair Niran Amir, Treasurer Jeff Slavitz, Thomas Cromwell, Lawrence Drew Maureen Johnson, Ken Weil,

**Members Absent:** None

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

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

**OPEN Forum:**

Chair Smith welcomed Larry Drew to the Board and expressed appreciation for Trustee Drew's long history of community involvement.

Chair Smith opened the floor for discussion or questions about any item not on the agenda. There were no comments or questions.

**1. Chair's Report**

Chair Smith said that much progress was evident during his recent tour of the Library construction site. He is also involved in a local task force to make Belvedere an age-friendly city. He has touted the Library as a community asset in that group and hopes that collaboration will enhance the community even more.

In the spirit of actively involving all Trustees in groups and subcommittees, Trustee Weil has joined the construction committee and Trustee Johnson has been appointed as the Agency liaison to the Foundation. Trustee Drew will also be working with the Foundation on fundraising. Trustees interested in additional assignments should check with Chair Smith.

**2. Library Director's Report**

Director Mazzolini reported that she attended a MARINet meeting regarding the near future of Libraries in Marin under COVID. The State has classified Libraries as retail establishments for re-opening classification. Libraries are responding to this by asking to stand on their own regarding County decision making for re-opening. The first phase of opening for all Marin Libraries is to offer curbside pickup and return of books and other print media. Curbside service is offered on weekdays and has been very successful at Belvedere Tiburon. Patrons line up outside for pickups. There have been as many as 600 checkouts in one day. Reference Librarians are available for telephone and online conversations with patrons for five hours each weekday. There also digital resources and tech training through the website. Marin County Library Directors don't foresee direct indoor Library service before the end of October, and are assuming that there will be COVID restrictions for several months. At Belvedere Tiburon, the COVID issues, smoke from fires, and Expansion Construction have limited staff activity at times. In addition, under COVID, a limited number

of staff are allowed in the Library at one time. Due to these issues, Belvedere Tiburon may not be offering indoor service until after the new year.

Trustee Weil asked what needs to be set up inside the Library in order to open to the public. Director Mazzolini said that Plexiglas shields are in place for tables and for the circulation, reference, children's and teen desks. A seating plan for social distancing and protocols for PPE and for the public tables is also in place. The public alcoves are occupied by staff at this time, due to construction, and there will be a migration of staff and materials to the new part of the building when it is complete, so that the old part of the building can be refurbished. In addition, the Library Director and Staff continue to receive general and specific protocol direction from Marin County and from the MARINet consortium. We are moving in the right direction. One of the things that Libraries have been asked to do is provide technology support for job searches and applications, and this can be done online.

Trustee Slavitz asked about after school programs and tutoring. Director Mazzolini said that we hope to offer limited numbers of students entry whenever the Library does re-open for indoor use. She and Vice Chair Amir have been discussing school and individual outreach to the children.

### **3. Expansion Update**

Project Manager Glenn Isaacson reported that the visual exterior tells the story. The roofers are now installing the first membrane. Progressively, material from the old roof will be removed and new installed, along with new gutters and downspouts.

On the interior, sprinklers, electrical equipment, plumbing, and HVAC subcontractors are proceeding with significant progress on installations. All focus is toward completing the new building so that the staff can move in and vacate the old by January so that the contractor can complete the modifications in the old building, which will include HVAC, air conditioning, life safety, and cosmetic touches.

In the next few weeks work on the front side of the building for the new raised deck will proceed.

The project remains on budget and on schedule for completion next summer.

Chair Smith said that people are thrilled to see new building taking shape, and that the. Construction is organized and orderly.

Mr. Isaacson added that the contractors have been very cooperative in doing extra cleanup for scheduled walk-through tours with potential donors. Director Mazzolini encouraged the Trustees to schedule tours with friends and associates.

### **4. Foundation Report**

Foundation President Rachael Ong also welcomed Trustee Drew and thanked him for helping with the Foundation fundraising. She added that Mr. Isaacson and Director Mazzolini have contributed great efforts toward organizing the walk-throughs. So far, 65 walk-throughs tours have been managed, with details of scheduling around the construction team and following COVID protocols. Many tours include Trustees, Foundation directors

and members of the Capital Campaign Cabinet. Approximately 30 of the tours have included donors and prospective donors.

Mr. Marty Winter has accepted a position on the Foundation Board. He will be touring the construction site tomorrow. The Foundation welcomes his presence as a tremendous resource. Miss Brenda Bottom has also joined the Foundation Board.

The walk through tours have raised \$225,000 to date. In addition, a \$40,000 and a \$1,000,000 ask are in process.

The planned giving mailer was delivered August 31, targeting dedicated donors who may also have an interest in legacy giving. Foundation Executive Director, Jenna Ervice, is following up with the Foundation's planned giving database.

Another Mailer will be mailed to all of zip code 94920 on September 25, soliciting gifts specifically for the expansion. An email blast to promote the egalitarian donor wall, for donors of \$2,000 and above, will also be sent to families and individuals.

In the next 8 weeks the Foundation Board and Staff hope to schedule daily walk-through tours for as many prospective donors as possible.

## **5. Agency Financial Statements**

Clerk Johnson reported that, with 16.7% of the year passed expenditures are slightly above par at 22.1% due to payments for CalPERS unfunded retirement (Personnel Category), for the annual MARINet fee, for annual subscriptions to databases (Books, Services, and Supplies Category), for property and liability insurance (Building Expenses Category) are paid in the first 2 months (July and August) of the fiscal year. No significant revenues have been received year-to-date. Significant tax revenue is generally received in December and April each year. A detailed first quarter report will be presented at the October Agency meeting.

## **6. Committee Reports**

Director Mazzolini reported that committees are not active at the moment.

## **CONSENT CALENDAR**

### **7/8. Motion to approve the Minutes of August 3, and the Warrants dated July and August, 2020, made by Treasurer Slavitz, seconded by, Trustee Johnson, all in favor, passed.**

Trustee Weil asked about the Sanitary District 5 payment for annual sewer charges. Clerk Johnson will follow up as to projected future costs.

## **TRUSTEE CONSIDERATIONS:**

9. **Motion to report no update necessary to the Conflict of Interest Policy made by Chair Smith, seconded by Trustee Johnson. Roll Call Vote: Ayes: Chair Smith, Vice Chair Amir, Treasurer Slavitz, Trustee Cromwell, Trustee Drew, Trustee Johnson, Trustee Weil. Absent: None, Noes: None, passed.**
  
10. **Motion to approve Letter of Response to Marin Grand Jury Website Transparency Update made by Trustee Weil, seconded by Trustee Cromwell. Roll Call Vote: Ayes: Chair Smith, Vice Chair Amir, Treasurer Slavitz, Trustee Cromwell, Trustee Drew, Trustee Johnson, Trustee Weil. Absent: None, Noes: None, passed.**

#### **COMMUNICATIONS & ANNOUNCEMENTS**

##### **13. Schedule of 2020 Meeting Dates**

The next meeting is scheduled for Monday, October 19, 2020.

**Chair Smith adjourned the meeting 7:07 at pm**

Respectfully Submitted,

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