

REGULAR Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
May 16, 2022
As approved on June 20, 2022

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

Members Absent: None

Also Present: Crystal Duran, Glenn Isaacson, Nancy Kemnitzer, Suzannah Scully, Deirdre McCrohan, Kristin Johnson

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. SPECIAL TRUSTEE CONSIDERATION

MOTION TO APPROVE RESOLUTION NO. 278-2022 PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY EXECUTIVE ORDER N-08-21, DATED JUNE 11, 2021, AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE BELVEDERE-TIBURON LIBRARY AGENCY FOR THE PERIOD MAY 13, 2022 – JUNE 13, 2022 PURSUANT TO BROWN ACT PROVISIONS made by Trustee Cromwell, seconded by Trustee Johnson.

Roll Call Vote:

Ayes: Jeff Slavitz, Ken Weil, Niran Amir, Thomas Cromwell, Lawrence Drew, Maureen Johnson, Roxanne Richards.

Absent: None

Noes: None

Motion Passed.

2. Chair's Report

Chair Slavitz noted that he, Director Duran and Foundation President Suzannah Scully presented an update at the Belvedere City Council meeting last week and will attend the Tiburon Town Council meeting this week.

3. Library Director's Report

Director Duran reported that the Library has had 14,000 visitors, about 2,800 reference calls answered, and 13,000 materials borrowed since opening in January. Program

activities continue to grow, including story times, chess club, technology training, book groups, and children's coding, and summer reading.

The Foundation's in-house in-person Teddy Bear Tea, with 4 seatings, is sold out for this Saturday. Additional in-Library activities are planned.

Cataloging and Acquisitions Manager Laura Callahan will retire in June, and Cataloging Assistant Gina Vaziri will receive her MLIS degree in May.

Children's Librarian Alicia Bell and Teen Librarian Rebecca Jung are visiting local schools to encourage students to participate in Summer Reading programs. Director Duran is working with the Reed School District to plan activities for supporting students, and launching an initiative to engage all students by ensuring that all are issued a Library Card.

Director Duran is also working with the Library Foundation to create a Memorandum of Understanding for roles, responsibilities, and collaboration, which is standard practice in most libraries.

Tiburon Council member Alice Fredericks has introduced the Library to the possibility of an appropriation for the Library from this coming fiscal year's California State Budget through Assemblyman Mark Levine. Director Duran and Chair Slavitz have submitted a formal request for an appropriation for the Library Expansion of up to \$3,000,000. Director Duran said that it would be helpful to have letters of support from local councils and elected officials and community partners, as the State Budget appropriations will be under review and negotiation from mid-June into July.

Trustee Richards asked whether the Summer Reading Program was created by Library staff alone or via collaboration with the School District. Director Duran said that the Library is using a program created by the Illinois State Library, and that this is typical for many Libraries. The Illinois program includes a theme and an activity manual. Belvedere Tiburon Library Staff customize the program and create the local reading list.

4. Expansion Update

Project Manager Glenn Isaacson reported that there is much activity on site both indoors and outdoors.

The major current interior work is dry-walling, which is nearly complete. Taping, finishing and painting will follow soon.

Project Staff have worked with the Town of Tiburon in order to close the front sidewalk and entrance and facilitate rear door entry to the Town Hall.

The earth in Zelinsky Park had been distributed and final grading is in process.

A mid-August completion date for the Project is still expected.

Trustee Drew asked about the plans for the intersection of Tiburon Boulevard and Mar West. He feels the intersection is possibly dangerous, especially with the increase in left-turn traffic with the new Library configuration. Project Manager Isaacson said that for pedestrians there is a traffic light controlled crossing one block further south at Tiburon Boulevard and Beach Road, and that the Mar West left turn lane has recently been painted and is marked with good signage. There is also a brick pedestrian crossing at Chase Bank on Tiburon Boulevard. During critical hours, there is a crossing guard at Mar West and Tiburon Boulevard. Trustee Drew asked whether there would be a traffic light at Mar West and Tiburon Boulevard. Project Manager Isaacson said that the environmental review study indicated that there was not enough traffic on Tiburon Boulevard to warrant a light. Trustee Drew asked whether the study anticipated an increase in traffic, and when the study was done. Project Manager Isaacson said that the study would be made available.

5. Belvedere Tiburon Library Foundation Report

Foundation President Suzannah Scully reported that April Foundation revenue was \$10,000 from the Capital Campaign and \$8,000 from the Teddy Bear Tea. The Teddy Bear Tea included 280 seats and was sold out.

The Foundation is working on the donor wall, with a temporary foam core board to be displayed in the next few weeks. Emails to donors are going out this week to ask donors to get their names in before the end of September. 100 spots are currently available. The sculptor is making mockups for review.

6. Treasurer's Report on Expansion Line of Credit

Treasurer Slavitz reported that the Project will start drawing on the line of credit this month. Available Foundation money at this point in time and the Agency Expansion Reserve have been used in full. Chair Slavitz and Project Manager Isaacson are working with Mechanics Bank to change the borrow-by date of the agreement. The expected amount to borrow is \$2,500,000 plus \$400,000 for Foundation pledges receivable which will arrive at later dates. Trustee Drew asked whether interest rate is consistent through life of loan. Chair Slavitz said that the interest rate is set for the current payback period of about 4 years. If the loan is not paid off during that period, it is likely that the interest rate would be renegotiated.

Trustee Richards asked about the Mechanics Bank requirement to hold funds. Clerk Johnson said that most Agency funds are still deposited with LIAF. Mechanics Bank did not require a transfer of those funds to Mechanics savings accounts, due to public fund risk limits. The Library Agency does maintain a \$300,000 savings account at Mechanics. The Bank did require most of the Foundations' active funds to be deposited with Mechanics.

7. Committee Reports

There were no committee reports.

CONSENT CALENDAR

Trustee Richards requested that the minutes be edited for a misquote on page 3 of 5. Her actual comment and concern was that she had noted a sizeable remaining balance in the Library's Public Relations budget for this fiscal year, and suggested it would be useful for the Agency to think about using the remainder not only for the Library Grand Opening, but also for a public relations strategy as the Library reopens its doors.

8/9. Motion to approve the Minutes of April 18, 2022, with the above change, and the Warrants dated month of April, 2022, made by Trustee Cromwell, seconded by Trustee Amir.

Roll Call Vote:

Ayes: Jeff Slavitz, Ken Weil, Niran Amir, Thomas Cromwell, Lawrence Drew, Maureen Johnson, Roxanne Richards

Absent: None

Noes: None

Motion Passed.

TRUSTEE CONSIDERATIONS:

10. Consideration of Operating Reserve Policy

Director Duran noted that she and the Library Staff have been auditing the Library's policies for revision in accordance with best practices going forward. The Agency currently has no Operating Reserve Policy in place. She asked the Agency to enter into a discussion of risk mitigation to move toward an outline of specific reserves to continue and/or establish in terms of dollar amounts and uses. A poll of local Agencies indicated general operating reserve practices maintain about 25% of annual expenses. The Town of Tiburon follows this. The City of Belvedere requires a 6-month operating reserve (about 35%) and ½ of debt service reserve.

Director Duran asked the Agency for feedback for an operating reserve specification. With respect to revenues, the Basic Library Tax has generally increased over time, and is projected at about a 6% increase for this year. About half of Parcel Tax (\$275,000 per year) is used for Debt Service, and the remainder is legally available for Operations. However, it is not yet clear how much of the Parcel Tax revenue will continue to be available after the original bond debt is paid off in 2026. In addition, ERAF revenue is not guaranteed, and is a large part of the operating budget, at \$500,000. The ERAF, especially, is something to consider in terms of reserves for Library Operations.

In addition to Parcel and ERAF Tax concerns are Grant monies. While the Foundation has historically done a great job of raising funds for the Library, recent fundraising efforts have focused on the Capital Campaign, and funds available for operations are subject to fluctuation, depending on the local fundraising climate and focus.

Library Personnel costs generally increase about 3-to-5% per year, including insurance and pension cost increases. Personnel comprises about 70% of the Library budget. There will also be increased costs to insure and operate the new larger building. In addition, Unfunded Pension repayment obligations are a large part of the Library's current and future budgeting concerns.

Director Duran proposed that the Agency review a a draft Operating Reserve Policy in July or August, and suggested establishing Operating Reserves at 35% of Operating Expenses.

Trustee Cromwell commented that ERAF has been generous recently. Director Duran said that Marin County Agencies are unique in receiving ERAF refunds. Only 5 counties in California are currently receiving the ERAF refund. If State legislation were to change the funding formula for schools, the refund could be greatly impacted. In 2020, a potential lawsuit was brought to light, with proponents questioning the amount that Marin County and the other four counties receive, while poorer counties are not receiving a refund. This is an additional potential risk. Because of the State's current Budget Surplus, the County has advised budgeting ERAF for Fiscal 2023 at the same high level received in 2022, but the risk should be considered for future planning.

Trustee Cromwell asked what a common reserve for Libraries would be. Director Duran said that most libraries follow the reserve policy adopted by the City or County they are part of. As a JPA, the Belvedere Tiburon Library is responsible for its own individual policy.

Trustee Slavitz asked what an approximate \$1,000,000 Operating Reserve would be used for. Director Duran said that, since ERAF is 16% of the Library's revenue, a shortfall there would be significant. An Operating Reserve would allow the Library to self-finance for 2 years in the case of no ERAF money. Otherwise, since Library Personnel costs are about \$2,000,000, cutbacks in personnel would be required if ERAF was not received. Clerk Johnson suggested a consideration for the Library's low cash point of each year, rather than the cash point at fiscal year-end. While taxes are received in April, which creates a high cash balance at fiscal year-end, that cash is drained until taxes are received again in December. In past years, the positive year-end bottom line, and resulting increase in reserves has been due to generous Foundation fundraising.

Trustee Richards asked whether cities would operate in the same way. Clerk Johnson said that the City of Belvedere uses the fiscal year-end balance, and had questioned the Library using low point of the year. Director Duran added that Cities and Towns have different capabilities to go negative during the year, but the Library needs cash flow on hand at all times. As a JPA, if the Library exhausted its funds, this would require procuring loans or making cutbacks. Trustee Richards added that additional taxes would continue to arrive at later dates. Chair Slavitz added that the Library might consider delaying payments.

Vice Chair Weil added that the Operating Reserve would probably not consider catastrophic events, since the Library is insured. He asked about insurance deductibles. Clerk Johnson said that the largest deductible was flood at \$250,000. (Post-Meeting Note of correction: upon subsequent review, it was determined that the insurer has currently raised the highest deductibles, Flood and Catastrophic, to \$500,000, while the Library's current insurance reserve still stands at \$250,000).

Director Duran said that the Operating Reserve Policy would be specific to the Library's general operating expenses and that there are separate Insurance and Building Reserves.

Director Duran asked the Agency for direction for specification of protocols in the Operating Reserve Policy as to the Library's protocol in the case of a budget shortfall. Would the best course be to cut expenses or to supplement with a reserve? What would be the monetary thresholds for these decisions? Chair Slavitz said that this would depend on the particular event, and that the Policy should leave room for flexibility in decision making.

Trustee Richards asked whether Reserve funds would be available to make payments on the Expansion Line of Credit. Clerk Johnson said that the Operating Reserve establishment would not reduce the funds for paying down the Line of Credit. Clerk Johnson added that, given an estimated low point of \$1,600,000 for fiscal year 2023, and an estimated Operating Reserve of \$1,000,000, approximately \$500,000 to \$600,000 would currently be available for other purposes, including Expansion Funding/Line of Credit repayment. Chair Slavitz suggested that the Agency wait to determine the availability of funds for the Line of Credit and other purposes until after the amount of the Operating Reserve has been established.

It was generally agreed to start a review process with a draft Operating Reserve Policy which specifies a reserve minimum of 35% of the Operating Expense Budget.

11. Initial Review of proposed Agency Operating Budget for Fiscal Year 2022-2023

Director Duran highlighted elements of the proposed FY22-23 Budget:

- 6% increase in Basic Library Tax Revenue

- 4% Total increase in revenue

- Personnel comprised of 13 full-time, 9 part-time, 3 substitutes, or 18 FTE

- New full-time positions of Community Engagement Librarian and Adult Services Librarian plus dedicated part-time staff for children, teens, and Makerspace

- Proposed spending is comparable to FY2021-2022 in personnel, collection development (with more emphasis on technology), program services and supplies, and agency administration, with increases over FY2021-2022 in building expenses, which includes cleaning, maintenance, and property insurance

- Use of reserves for one-time costs for updated technology and equipment, and Expansion Line of Credit interest repayment, as necessary

Personnel:

The new Community Engagement Librarian would be charged with creating a new marketing narrative and focusing on collaborative opportunities with different communities. This would include website development, social media presence, and community engagement. This position would also include collection development and reference desk duties.

The new Adult Services Librarian would create more structure around adult-focused programs. This position would also include circulation desk and reference desk duties.

Trustee Cromwell asked whether one individual could fulfill both of these roles. Director Duran said that 2 distinct positions were needed for the desired community effect going forward. Library programs should be staff-led and volunteer-assisted, rather than run by volunteers and staff-assisted. Also, the larger building will require more monitoring of spaces.

New Part Time staff would be dedicated filling in the gaps for manning the larger space, especially the Teen Room and the Maker Space.

Trustee Amir asked about replacements for recent retirees. Trustee Drew asked about potential salary increases. Director Duran explained that some past positions had been eliminated as people retired, and that the new positions are for different duties and work configurations, but within the same general costs. Trustee Richards asked whether there would be the same number of full time staff as in prior years. Director Duran and Clerk Johnson confirmed that the Full-Time-Equivalent was increased by one FTE from prior years.

Trustee Amir suggested that projects such as website improvement be aligned with proposed activities. Trustee Drew said that the Agency should be focused on justifying positions. Trustee Weil expressed optimism with respect to new activities and opportunities creating justification for the new positions. Director Duran said that the Agency should continue examine these areas going forward, as the completion of the building and resumption of a regular schedule will reveal projected growth areas and allow for a responsive definition of the Library's mission.

Trustee Richards asked about the MARINet budget line item. Director Duran explained that the MARINet membership/subscription is a shared access of library resources throughout Marin County and well worth the price. The Library's cost is based on each library's revenue, population, and equity between branches. Participation means that all residents can access all libraries, including one college library, within Marin County; membership greatly expands the size of the collection available to residents. Trustee Cromwell asked if this type of sharing was common in library systems. Director Duran affirmed. Trustee Richards asked how the Library's cost compares to those of others in the county. Director Duran said it was relatively low in comparison. The County Library has the highest cost. Belvedere Tiburon is probably comparable to Mill Valley. The Belvedere Tiburon Library has a lot of usage from other areas within the system. Trustee Richards asked if the benefits of the system include professional development. Director Duran said that, while there was no official allowance for that, the director members meet regularly to share ideas and information, creating a collective approach to library services, development, and networking. The MARINet group also facilitates working committees, which a number of Library Staff are actively involved in.

Chair Slavitz asked about the Step and Track Schedule. Director Duran explained that this would be included in the budget approval process going forward. The Step and Track already covers the 2 new positions, as the Job Categories (rather than Job Titles) are included there.

Chair Slavitz noted that the Step and Track included the Library Director and asked about the progression and how it would happen. Director Duran explained that progression would depend on Agency review of the Director's performance on an annual basis. Clerk Johnson added that, as CalPERS requires the Director to be listed on the Step and Track, the current numbers entered for the Director are a merely a draft place holder for Agency review and revision.

Chair Slavitz asked whether all staff were at Step 1. Director Duran said that new hires are generally at step one. Most of existing staff are already beyond Step 6, which means that they only receive the budget-determined Cost of Living increase each year. Only a few existing staff are still in the Step range.

Chair Slavitz asked what the criteria would be for Step increases. Director Duran said that would be based on each employee's annual review. Currently, all staff are evaluated for a July 1 Step or COLA increase. The Director and Department Heads are responsible for seeing that all staff are reviewed on an annual basis. The Agency is responsible for the annual review of the Director.

Trustee Drew asked whether the annual increase was a given. Trustee Weil added that feedback should be ongoing, with the assumption that a step increase is not expected or guaranteed each year.

Trustee Richards asked what percentage for Step increases had been applied to the schedule, and whether such was in accord with general practice. Clerk Johnson said that, historically, the Library Step and Track had been set at 4.5% per Step, with COLA applied after Step 6. Employees on Step and Track receive only the 4.5%, no additional COLA. Employees beyond Step and Track receive only COLA.

Trustee Richards suggested that the Agency form an HR and a Finance subcommittee for these types of discussions regarding Step and Track settings and employee evaluation processes. Director Duran said that she would need time to review all job descriptions and formalize an evaluation process for Agency review.

Director Duran said that the purpose of today's budget presentation was specifically to request this type of input for changes to the budget for the June final presentation. Her goal is to present a balanced budget with conservative revenue and spending. In the future, the Agency might wish to also enter into a strategic planning process to set the types of protocols discussed today.

Trustee Drew was in favor of approving new positions, as they did not increase the budget per se.

Trustee Weil asked about the Fiscal Year 2023 Public Relations budget line item, why it was decreased from the prior year (especially in light of adding a new Community Engagement Librarian), and what the funds would be used for. Director Duran said that the Public Relations line item had been decreased partly due to a move away from print materials, with more focus on online communications, including social media. In addition, the new Community Engagement Librarian will be expected to create a marketing plan, and that plan will determine future budgets in this area. Director Duran had also allocated more of the Program Services Category overall budget to the Children, Teen, and Maker Space Program lines.

Trustee Weil expressed his approval of the increased Staff Training budget, stressing its importance within the changing world of services in libraries.

No vote was taken. The final Budget Draft will be presented for action at the June 20 Agency Meeting.

12. Update of ALA Library Bill of Rights as Appendix to BTLA Collection Development Policy.

Director Duran noted that Paragraph 7 had been added to the Bill of Rights subsequently to the version previously approved by the Agency. Related internal Library policies will be updated at a later date.

Trustee Amir asked whether the Library has Personally Identifiable Information (PII) Policy. Clerk Johnson said that the Library does have a Privacy Policy which was updated in November 2018. The policy should be reviewed for current practices and updated.

MOTION TO APPROVE made by Trustee Johnson seconded by Trustee Richards.

Roll Call Vote:

Ayes: Jeff Slavitz, Ken Weil, Niran Amir, Thomas Cromwell, Lawrence Drew, Maureen Johnson, Roxanne Richards

Absent: None

Noes: None

Motion Passed.

13. Meeting Dates

The next Regular meeting is scheduled for Monday, June 20, 2022 at 6:15pm, via Zoom.

Chair Slavitz adjourned the meeting at 8:03 pm.

Respectfully Submitted,

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