

**REGULAR Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
June 20, 2022
As approved on August 4, 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, Joey Della Santina, 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. 279-2022 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 JUNE 13, 2022 – JULY 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

There was no report from the Chair.

3. Library Director's Report

Director Duran reported that Library Programs are increasing in number month-by-month. Summer reading programs were launched last week, and a Saturday Insect Discovery Program attracted 24 children and 18 adults.

Several Library Staff hosted a table at the Tiburon Juneteenth Celebration, with balloons and a spinning wheel prize for kids. Staff issued 9 Library Cards to first-time holders. An in-person Library Staff meeting was held earlier this month, for the first time since the pandemic began. . A Library Green Team has been formed, led by the Teen and Technology and Learning Librarians. The goal of the Green Team is to make the Library more sustainable in positive ways, and to provide community education and leadership in this area. Areas which will be addressed include composting, recycling, conscious purchasing, and minimizing paper waste. The EV charging stations in the Library parking lot will also provide a “green” service to the public. Staff hope that the Library will reconsider Solar Power in the future, also. The Team intends to develop policies and both short and long term goals which will be presented to the Agency for adoption and/or feedback. The Team is researching other local action plans, and meeting with like-minded Agencies, NGO’s, and other groups.

Statewide, for the State Fiscal Year 2022-2023 Budget, \$250,000,000 is allocated to the State Library for infrastructure grants. Director Duran has applied for a grant for the Library, and the outcome of this application will be known later in the summer.

Also slated for approval within the State Budget Process is an increase in the Library/Parks Program. This stems from a program that was sponsored by California First Partner Jennifer Newsom in partnership with CA State Parks. This gives Libraries across the state free passes which Library users can check out for a week. The Project is being increased by \$13,500,000 to expand the availability of park passes at Libraries, and to potentially include related Library Programs.

Another project spearheaded by First Partner Jennifer Newsom is the Summer Book Club. Newsom acts as reading host, and curates a book list for libraries to distribute. The book list focuses on stories with people from diverse backgrounds and unique experiences. This provides a way to diversify the Library’s collection.

Trustee Richards suggested more publicity in the Ark on the parks passes, and the rich multitude of MARINet services that Library users can access, possibly highlighting a service each week, making the Ark space more interesting and educational. Director Duran said that the addition of new program staff and the subsequent development of a marketing plan will include these types of ideas in the Library’s outreach plan going forward.

4. Expansion Update

Project Manager Glenn Isaacson reported that there has been good progress on the Project in the last month, both inside and outside the Library building.

Painting and carpeting will be key indicators of the next steps. Painting will be completed within the coming week. This is a big step, indicating that the drywall is complete and finishes are in process. Carpeting is scheduled for mid-July, and the completion of carpet installation will trigger the re-assembly of book shelves and the return of stored furniture to the space.

The HVAC work is about 85% complete and soon to be finished.

Cabinet work started last week in the Staff Kitchen, the Teen, Kitchen, and the Arts & Crafts space.

Restrooms are now mostly finished, with wash basins and sink tops installed, along with drinking fountains in the foyer between restrooms.

Exterior work has focused on the Tiburon Boulevard (south) side of the building. Form work has been completed and is ready for concrete pouring. Concrete was poured last week in the Fifth (final) retention basin. Curbs and gutters, which will define spaces, are now being poured. After curbs and gutters are completed, paving block placement and landscaping will commence.

With respect to the interior work, the project is still on plan for completion in August. The exterior work is less predictable. There have been several surprises in the site work, including streetlight wiring that was too close to the surface, and had to be relocated at an appropriate depth. There could be other surprises as digging the landscape continues.

The five Retention Basins will be filled with layers of rock, lightweight dirt, water, and drought tolerant plants. The purpose of the Basins is to filter storm water from the ground surface and/or the roof and to slow down the flow (in the case of a large storm) so that the storm drain system is not overwhelmed. Four of the basins drain the parking lot and the land, and the fifth basin drains the roof/gutter system.

5. Belvedere Tiburon Library Foundation Report

Foundation President Suzannah Scully reported that May fundraising efforts brought in \$23,500 for the Capital Campaign.

The Grand Opening Committee is busy planning and preparing for the September 16-17 events: A Friday night Donor event from 6-8pm and a Saturday Community Event from 10:30am until 2 or 3pm. The Saturday event will include a ribbon cutting ceremony and great family fun activities.

Foundation Staff are soliciting additional donations and name confirmations for finalizing the Donor Wall. The deadline for \$2,000 and over donors to give and/or assure the correct presentation of their names will be September 30.

Trustee Richards asked who would be invited to the Friday night (September 16) event. President Scully said that the event will be for Donors who have given \$2,000 and above. The Art Gallery will be open for viewing of the Art Committee's Renewal Art Exhibit, and wine and appetizers will be served. An Art Opening on the following Thursday (September 22) will showcase the Gallery and Exhibit for the General Public.

6. Agency Financial Statements, May, 2022

Clerk Johnson reported that with 92% of the year passed, revenue is at 95% of Budget, with a projection for finishing the year at 99% of Budget. Expenses, at 92% of Budget, are on par, with a prediction of finishing the year on Budget.

Chair Slavitz asked whether ERAF revenue would continue in the future. Director Duran said that there will be continued pressure and attempts to change the ERAF formula and how the formula is used, considering that other poorer counties do not get the ERAF refund. It is a significant part of our budget and should be an ongoing concern.

Trustee Richards asked where the Foundation contributions to the Expansion are presented on the budget, and emphasized that the Foundation should be recognized for its substantial fundraising for the Project.

Clerk Johnson said that the Expansion Grants are reported below the Operating Line in the Budget in a special Expansion section, and in the Quarterly Treasurer's Reports, and the annual Audit. Director Duran added that a place holder for Foundation Operational Grants of \$125,000 has been added to the Fiscal Year 2022-2023 budget.

Trustee Weil added that the Library's Public Relations efforts outside the budget should also acknowledge the Foundation's contributions.

Chair Slavitz suggested that the Operations and Expansion should continue to be reported separately.

7. Treasurer's Report on Expansion Line of Credit

Treasurer Slavitz reported that there is significant advancement in finalizing the Line of Credit terms with Mechanics Bank. Previously, the agreement had specified borrowing of \$4,000,000, which would be reduced dollar for dollar by Foundation fundraising over a certain amount, but didn't take into account that the Foundation would have its own fundraising expenses, nor that the Project might go over budget.

Given the formula previously established, Mechanics officials had reduced the proposed loan allowance to \$1,500,000. After negotiations with and project status reporting to the bank, Mechanics officials agreed to eliminate the complicated formula and offer the Library \$3,000,000 in borrowing, provided the money is withdrawn by August 7, 2022, and that the interest rate on the borrowing be increased from 4.5% to 5%. Prepayment of the loan is allowed with no penalty. The Library plan is to borrow the full amount, creating maximum flexibility for the completion of the project. Final loan documents will be available for review at the next BTLA meeting.

8. Committee Reports

There were no committee reports.

CONSENT CALENDAR

9/10. Clerk Johnson noted that Jeff Foran had not been in attendance at the May 16 meeting, and that she would remove this from the minutes.

Motion to approve the Minutes of May 16, 2022, with the above change, and the Warrants dated month of May, 2022, made by Trustee Cromwell, seconded by Trustee Weil.

Roll Call Vote:

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

Absent: None

Noes: None

Motion Passed.

11. Advocacy Letters

Several letters were presented in the packet, 3 regarding a request for appropriation from the State Budget, and one addressing possible changes in ERAF legislation. There was no discussion.

TRUSTEE CONSIDERATIONS:

12. Approval of EV Charging Station Service

Project Manager Glenn Isaacson said that the original EV charging plan included 5 charging stations, with Library control of one charging station adjacent to the accessible parking and the additional 4 charging stations dedicated for Town of Tiburon vehicles only. The Town no longer wishes to use the dedicated spaces, and would like them to be open to the public. This is not a simple change. Once the charging stations are open to public, the Library will need a management system to take payment, whether by credit or network membership, and to control rates and hours of service.

The Project Management team is interviewing 2 leading providers, Blink and Charge Point to determine the provision and cost of each.

Both providers are approved by Marin Clean Energy. Charge Point has more stations in the Bay Area and Marin County. Blink is about \$10,000 less costly. The two companies do differ as to how they charge for the service. Both are transaction based and take a percentage of each transaction as part of their compensation. They both require annual maintenance contracts to keep the stations up and running.

The Team is still working with an electrical engineer to determine if the two companies offer equivalent charging stations. The City of Belvedere uses Charge Point, and the Team will be checking with them regarding their satisfaction.

The costs involved can be separated into the hard equipment cost (to be funded by a Marin Clean Energy rebate of \$20,000) and the annual operating costs including maintenance and transaction fees (Operating Costs for the Library). The Team will be requesting approval from the Library Director and/or the Agency, depending on cost, to enter into an agreement with the chosen provider after analysis by the Building Committee.

Chair Slavitz asked whether the net cost would be zero after a Marin Clean Energy rebate of \$20,000. Project Manager Isaacson said that the \$20,000 would cover equipment, and that both companies do offer a calculation application for estimating earnings based on estimated usage. The usage is not expected to be high, given local experience: about 15-25%. Electricity costs plus a bit more are generally recovered, but not enough more to make a big difference in transaction, maintenance, and power costs.

Trustee Richards asked whether there would be flexibility regarding the placement of chargers, whether one was required to be accessible, and whether regular parking spots would be sacrificed for the 4 additional charging stations. Project Manager Isaacson said that the conduits for all of the stations are already in place. One accessible spot is required.

Trustee Amir asked if the Town of Tiburon was obligated to pay for the 4 spots that the Library will be offering to the public, and whether 5 spots are needed, based on demand. Project Manager Isaacson said that the stations themselves were part of the Project Budget, and the hardware was not scheduled to be financed by the Town. The trend is for more demand for these type of stations by the public. Whether the Library should provide them would be a policy decision. The infrastructure is in place.

Director Duran added that the Town's local plan for reducing emissions outlines public charging stations, and the stations at the Library would help the Town meet the demand for service points. This infrastructure is needed. Trustee Amir asked why the Town would not be performing the due diligence, funding, and managing the stations if this was part of the Town plan. Trustee Drew concurred with the question. Trustee Johnson said that the Town plan was for employees.

Trustee Johnson asked about the charging speed. Project Manager Isaacson said that there would be a choice of speeds ranging from 40 to 80 amps. Some older vehicles require no more than 40 amps. The purchase is planned at 40 amps, but could be updated later. Trustee Richards said that a cost/benefit analysis of the choice would be appropriate. Project Manager Isaacson affirmed.

Trustee Drew asked why the operation of the 4 additional public stations couldn't be managed by the Town. Project Manager Isaacson said that, since the stations' electricity is on the Library's meter, it would be better if management and control remain with the Library.

Trustees Drew and Amir reiterated their opinions that the charging stations seem to be beyond the scope of what the Library should provide, and that the Town should be responsible for public space.

Director Duran said that the stations could be a service opportunity for charging station customers to use the Library while they are waiting. Trustee Weil added that this installation (as would have been intended for Solar) will be an opportunity to show the Library's commitment and contribution to environmental concerns.

Project Manager Isaacson reiterated that Marin Clean Energy has committed to a rebate of \$20,000, which will cover the equipment cost.

Director Duran added that the potential revenue may cover the service cost, and that at least a break-even is anticipated. The first year will provide a baseline. One of the points to consider would be the term of service contract, so that it can be changed if it is not lucrative.

Director Duran went on to say that other libraries are already providing charging stations as a public service, and libraries across the state are very interested in this. The State Library will be focusing on sustainability, also. The current goal is cost-neutral, while there could be a great benefit in the future.

Chair Slavitz asked whether all 5 stations have to be installed initially. Project Manager Isaacson said that installation is covered in the base contract with Alten Construction, so it would be more advantageous to complete the installation now.

Director Duran added that, if the operational service contract is over \$30,000 (the Director's authorization limit), it would return to the Agency for approval. In addition, any agreement over that amount would be reviewed by legal counsel.

Chair Slavitz called for a motion to approve the installation of the equipment for 5 charging stations.

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

Roll Call Vote:

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

Absent: None

Noes: Lawrence Drew

Motion Passed.

13. Presentation on MARINet

Director Duran introduced Assistant Director Joey Della Santina to discuss the Library's MARINet subscription and what it provides to Library users. The cost of the subscription is about \$100,000 per year.

Assistant Director Della Santina explained that MARINet is a consortium of all public libraries in Marin County, in addition to the College of Marin and Dominican University libraries. MARINet was founded in the 1990's, and the Library joined in 1997.

MARINet was originally created to provide a shared electronic catalog. It has since expanded to provide delivery service, e-book and database sharing, and the infrastructure of the CENIC network, which is a very high speed and bandwidth shared internet.

Membership in MARINet provides numerous cost-saving and user advantages. Users of the Library's website see a seamless platform which doesn't differentiate which provisions are offered by MARINet versus by the individual Library. MARINet provides a huge cost savings for many library services and especially e-books.

The county collection includes close to 1,000,000 books, including nearly 500,000 titles. The Libby and Overdrive e-book collections have experienced double digit growth with about 75,000 items, selected and purchased by individual librarians throughout the County.

MARINet membership also gives access to subscriptions at an unlimited use fixed rate cost, and includes Enki, a 76,000 title collection of smaller publishers and O'Reilly, a 35,000 title collection of digital teaching books and videos. These collections are updated constantly, so digital titles are a convenient and economical advantage within the collection. Link+ membership is also included, with connection to 60 public and college libraries in California and Nevada.

Cost-saving MARINet group subscription resources also include Discover & Go, which allows online access to free or discounted museum passes for individuals and families at 70 bay area venues, The Wall Street Journal, Ancestry.com, Mango Languages, and ProQuest newsstand, which is a database of academic journals and periodicals dated back to the 1970's, items which are difficult to find on the open web.

MARINet benefits also include the staffing, support and maintenance of backend Library infrastructure, including servers, coding for the MARINet website, and the Sierra Integrated Library System, which handles all checkouts, patron records, book records, and order records, firewalls, and security.

Assistant Director Della Santina observed first hand at the College of Marin a merger into MARINet, which clearly illustrated the background work of the complicated integration required to provide Library users with a seamless online experience. College of Marin had previously paid \$30,000 per year for ILS services, and membership in MARINet now provides the College a substantial savings in that area.

MARINet also provides the ability to glean usage statistics and analytics and make comparisons to other libraries in the County. The MARINet app is also included for Library users.

The MARINet consortium includes working groups and a professional development network for Library staff, and supports the building of Library programs as a County. Belvedere Tiburon Staff Librarians involved include the Children's, Teen, Cataloging, Digital Resources, Director, and Head of Circulation. A Collection Development task group analyzes checkouts and shares ideas on how circulation can be improved, in addition to inventory, stats, and records management and development. The groups are professional and collegial, and provide a continuous and rewarding connection for Library Staff.

Belvedere Tiburon's use of MARINet is illustrated by a sample of last month's usage: During May of 2022 Belvedere Tiburon Library users checked out or viewed 2800 Overdrive items, 1200 books and audio visual items from other libraries. 600 San Francisco Chronicle pages, 90 ProQuest articles, and 25 Mango Language sessions.

Director Duran added that MARINet allows libraries in the consortium partner with other libraries to negotiate additional service contracts. Also, during Library closure for COVID and construction, patrons did not have to experience disruption to Library usage because MARINet provided access online and supported the Library Staff's ability to provide curbside service.

Trustee Richards expressed appreciation for MARINet as a Library user and asked whether the local public schools tap in to the MARINet consortium or buy their own contracts.

Assistant Director Della Santina said that the Library partners with the schools using one application, Libby, which runs the Library's e-books and audio books and has a public school facet, in which students in the system can log on to a part of Libby and use children's books. Otherwise, remote access from the schools is not necessarily part of the Library's MARINet contract.

Director Duran added that schools enter their own contracts for access with specific providers such as Overdrive. One opportunity would be signing up ALL local students to with a Public Library card, so that they can easily access materials that we provide, in addition to what their school libraries provide. The Reed School District has expressed interest in this idea.

Assistant Director Della Santina said that the Library staff inquired about connecting the schools within the Library's services by giving the providers the school IP addresses, but contracts would not allow that. Issuing Library Cards remains the best way to give the local students to access our collection. Trustee Amir added that she and her family are frequent users of Libby and MARINet.

Assistant Director Della Santina added that subscription savings through MARINet are substantial. Belvedere Tiburon was one of the first local libraries to subscribe to the Wall Street Journal online. The Library's subscription cost was \$1,200 per year and was only for in-house viewing. He presented the idea to one of the MARINet working groups, which resulted in remote access being made available through MARINet and a Library savings on that particular subscription.

Chair Slavitz asked how the Library can better inform its community about the full content of what is offered in our collection and through MARINet. Director Duran said that more promotional materials, outreach, engagement, and Public Relations materials and activities are needed, and that this will be addressed in part through the new Library position of Community Engagement Librarian. Also, Trustees can advocate to the community as users of the system. Trustee Johnson added that the weekly space in the ARK newspaper would be a great place to start.

14. Approval of proposed Agency Operating Budget for Fiscal Year 2022-2023

Director Duran said that this version includes a slight increase in revenue. Expense-wise, the Part Time positions have been modified, adjustments made to Public Relations, and Revenue and Expense lines have been added for the EV charging stations. An infographic has been included which breaks down the budget.

Trustee Richards asked whether this budget compares to the Mill Valley Library. Director Duran said that the budget is typical regarding personnel in other stand-alone Libraries. The Mill Valley Library falls under the City of Mill Valley so the budget there may be a bit different.

MOTION TO APPROVE Agency Operating Budget for Fiscal Year 2022-2023 made by Trustee Weil, 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.

15. RESOLUTION NO. 280-2022 IN GRATEFUL APPRECIATION TO DR. THOMAS CROMWELL

Trustees expressed appreciation for Trustee Cromwell's service to the Agency. Trustee Cromwell said he hopes that the Agency will continue to pursue renewable energy.

MOTION TO APPROVE Resolution 280-2022 made by Trustee Drew, 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.

16. RESOLUTION NO. 281-2022 ADOPTING THE 2022/2023 AGENCY GANN APPROPRIATIONS LIMIT

MOTION TO APPROVE Resolution 281-2022 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.

**17. RESOLUTION NO. 282-2022 ADOPTING THE 2022/2023 CFD 1995-1 GANN
APPROPRIATIONS LIMIT**

**MOTION TO APPROVE Resolution 282-2022 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.

18. Meeting Dates

The next Regular meeting is scheduled for Monday, July 18, 2022 at 6:15pm, via Zoom.

Chair Slavitz adjourned the meeting at 7:58 pm.

Respectfully Submitted,

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