

**SPECIAL Meeting**  
**BELVEDERE-TIBURON LIBRARY AGENCY**  
**Belvedere-Tiburon Library, Tiburon, California**  
**September 19, 2022**  
**As approved on October 17, 2022**

**Roll Call, Present:** Chair Ken Weil, Vice Chair Maureen Johnson, Treasurer Jeff Slavitz, Niran Amir, Lawrence Drew, Anthony Hooker, Maureen Johnson, Roxanne Richards

**Members Absent:**

**Also Present:** Crystal Duran, Deirdre McCrohan, Kristin Johnson

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

**OPEN Forum:**

Chair Weil opened the floor to comments or questions from the public.

Trustee Johnson congratulated the Project Manager, Foundation Leadership and Staff, Library Staff, Agency, and Donors on the Grand Opening Events.

**1. SPECIAL TRUSTEE CONSIDERATION**

**MOTION TO APPROVE RESOLUTION NO. 285-2022 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 SEPTEMBER 19, 2022 through OCTOBER 19, 2022 PURSUANT TO BROWN ACT PROVISIONS made by Vice Chair Johnson, seconded by Trustee Amir.**

**Roll Call Vote:**

**Ayes: Ken Weil, Maureen Johnson, Niran Amir, Lawrence Drew, Anthony Hooker, Roxanne Richards, Jeff Slavitz**

**Absent: None**

**Noes: None**

**Motion Passed.**

**2. Chair's Report**

Chair Weil reported that the Grand Opening Friday night Donor Event and the Saturday Public Event were both successfully coordinated, with Director Duran and staff working hard to get the Library Building ready, Foundation President Scully and her team organizing speeches, ceremony, food and drink, and décor, and Art Committee Leadership Brenda Bottum and Diane Green executing a labor of love with the Renewal

Exhibit in the new Gallery. Trustee Richards recognized Foundation leaders Pam Goldman and Whitney Lee for organizing the Friday night Donor Event and putting in tremendous effort for the entire weekend.

### **3. Library Director's Report**

Director Duran reported that, during the public Grand Opening on Saturday, 577 items were checked out, and 35 new Library cards were registered. The Opening drew a larger crowd, thanks to the efforts of Pam Goldman, Whitney Lee, and all of the Library and Foundation staff and Leadership.

The Library Staff are planning many in-person programs in the new spaces. There will be an Art Reception for the Renewal Exhibit on Thursday, September 22<sup>nd</sup>, and an Art Talk on Thursday, September 29<sup>th</sup> featuring four of the exhibiting artists talking about their work, with Diane Green moderating. Art Shows and events are planned, solicited, and managed by Art Committee leadership Brenda Bottum, Renee Shurstad, and Diane Green. Each show is exhibited for about six weeks.

The Foundation's Popup 94920 Event will be held on Thursday, October 6, in the New Founders Room. Around 90 to 100 tickets will be available. Proceeds from the \$75 tickets go to the Foundation, which grants funds to the Library as needed.

December Children's programs are planned, including performances of the Nutcracker and A Christmas Carol.

The New Yorker Group and the Language Groups will now resume meeting at the Library in person.

The Library will be accepting requests for use of the meeting spaces, and has established an online reservation system for this, in addition to drafting a meeting room policy for Agency review tonight.

Staff-wise, one full-time Children's Librarian has left the Library for another position. The Library has hired one full-time Adult Services Librarian, and is still recruiting for additional part time positions. Once these positions are filled, Library hours will be expanded daily and Sundays will be added. The new Library space is quite large, and Library Staff are learning how to navigate and keep an eye on all corners. Trustee Hooker asked about how the Library tracks visits, peak hours, and where visitors are from. Director Duran said that a door counter tracks entries only, and that no time of day or visitor residency data is collected at this time. Peak hours are determined by staff observation. Trustee Amir asked how the Library Website might be tracking indications of patron engagement. Director Duran will follow up on this question.

Three grant applications have been submitted recently: One for the purchase of a digitization station in the Library, is for \$20,000. A second for \$30,000 to the State Library would be for expanding Library Green Team efforts, and include a Green

certification process. The third, for \$3,000, has been awarded by the Tiburon Peninsula foundation for a teen project related to the Green Team. This program will begin in January, and Rebecca Jung, the Teen Librarian, has lined up a group of teens who are interested in the project.

Trustee Hooker asked about the Green Certification Process for the Library and what the benefits would be. Director Duran said that this is a process sponsored by the State Library and includes 12 components. Part of the process includes community engagement in the sustainability efforts, which would include educational programs. Another aspect would be the building, and, since the Library is new, that is probably easy to pass. It takes 12-to-18 months to gain certification and depends on staff capacity to accomplish the goals. There is a fee associated with enrolling in that program, \$1200, and the program provides support in the process. Trustee Hooker asked if there would be a “sales” benefit to this certification. Director Duran affirmed, given the overarching climate around sustainability efforts. Trustee Hooker asked about what reference point the teens would be working with. Director Duran said that the teens might have a planting and garden space, such as on the teen patio, with compost bins, small gardening boxes & beds, and an outreach to get schools and children involved.

Treasurer Slavitz suggested that Director Duran approach the Belvedere Community Foundation for additional grants in this area. Director Duran said that the Belvedere Community Foundation has shown interest in the Children’s Patio, and had contributed to the Capital Campaign.

#### **4. Expansion Update**

Chair Weil reported that new building comprises tonight’s Expansion update. The weekend celebrations drew in a crowd of community and a lot of warmth! Trustees spoke up regarding the heartwarming crowd, the delight in children reading books, and the open, friendly, light and welcoming space, and the parking in the back of the building, and the fact that the Library is the first building to be seen when driving into Belvedere-Tiburon.

Vice Chair Johnson asked about Corner Books’ hours of operation. Director Duran said that Heather Lobdell is staffing up with volunteers, and hopes to open Corner Books Monday through Saturday 10-4. Trustee Richards suggested getting the word out to the community for book donations, as there is more space to fill in Corner Books.

Belvedere City Councilmember Nancy Kemnitzer said that she had explored this “living document”, a great description of the new library. She noted that the way the building brought people together is a testament to Project Manager Glenn Isaacson’s perseverance and tenacity on the project, and expressed thanks to Mr. Isaacson and to all who have helped to bring the community together to inhabit and explore the “living document” in years to come.

Treasurer Slavitz asked about the punch list of items to be completed, and how long it would be before all remaining details of the building are completed. Director Duran said that a trash enclosure would be completed by early October, and most other items are

minor and can be addressed quickly. Trustee Hooker asked about final signoffs and permits. Director Duran said that a temporary occupancy permit remains in place.

## **5. Belvedere Tiburon Library Foundation Report**

Director Duran reported on behalf Foundation President Suzannah Scully that there have been many congratulations and wonderful feedback coming from the community regarding the New Library and the Grand Opening.

The Foundation is working to finalize the donor wall, with 75 spots still open for donations of \$2,500 and above. The deadline for donation and a name on the wall is September 30<sup>th</sup>. Trustee Johnson asked how the public was being made aware of the available spots for names. Director Duran said that the Foundation would be in charge of that process, and that there were quite a few inquiries by community members during the Grand Opening Celebration.

Popup 94920 ticket sales will commence soon. Trustee Hooker asked where the ticket sales are advertised. Director Duran said that marketing includes social media, email blasts, ads in the Ark and a spot on the Library Website.

## **6. Committee Reports**

There were no committee reports.

## **CONSENT CALENDAR**

**7/8. Motion to approve the Minutes, of August 4, 2022, with changes listed below, and the Warrants dated month of July and August, 2022, made by Treasurer Slavitz, seconded by Trustee Hooker.**

**Changes to the Minutes of August 4, 2022:**

**Clerical error: Tom Cromwell was not in attendance, as he has termed of the Board.**

**Policy issue: Page 7-2, open forum take out 2<sup>nd</sup> half of sentence re two year term for chair, as this issue would have to be included on a meeting agenda, for consideration.**

**Roll Call Vote:**

**Ayes: Ken Weil, Maureen Johnson, Niran Amir, Lawrence Drew, Anthony Hooker, Roxanne Richards, Jeff Slavitz**

**Absent: None**

**Noes: None**

**Motion Passed.**

## **9. TRUSTEE CONSIDERATIONS: Library Meeting Room Policy**

Director Duran said that the policy for meeting room reservations and use has been drafted by Staff as a starting point. Comparisons have been made to the San Francisco Library,

some Marin County libraries, and some Southern California Libraries. Director Duran is considering space rentals for the future, but that aspect is not currently included in the Meeting Room Policy.

The Library now has three meeting rooms, with accommodations for 8, 6, and 4 occupants, respectively. The rooms support audio visual use, with screen monitors for projection from devices. The priority for users, in this order, are: Library Staff and patrons, Foundation meetings, Local Government, and general community groups.

A framework for time limits on use has been drafted, which allows a 2-hour maximum use, with 1 hour extension if the room has not been otherwise booked, and limit of 3 reservations per week per individual.

Trustee Richards asked whether reservations will be available to the general public, including those who don't have a library card. Director Duran said that the reservation system requires a library card, but guest cards are available for one-time users, after they have been encouraged to acquire a library card.

Trustee Hooker asked how much demand on the rooms would come from tutors. Director Duran said that a lot of interest from tutors is anticipated, and one possible plan would be to establish an available, desirable, regular time in the Founders Room for two tutors at a time, well-spaced apart, with a 2-hour time window, so that smaller meeting spaces aren't monopolized by the tutors.

Trustee Johnson asked whether the requirement for reserving no more than a week in advance could be changed to 10 days. Director Duran said that, for small groups one week is preferable, and other options could be available for priority users such as government groups. Exceptions could also be made on a case by case basis. Trustee Richards asked whether the online reservation system would allow for cancellations. Director Duran said that online reservations input includes occupancy, equipment needed, and other information. Users can manage their reservations, including cancellation. A no-show will be considered a cancellation after 15 minutes.

Director Duran added that event registration, event attendance tracking, digital informational displays around the Library interior, and new self-checkout stations are also included in the new website launch.

Trustee Johnson asked whether the "light refreshments" allowed in the meeting rooms could be limited to liquids to avoid food smells and spillage in the Library. Director Duran said that a limited policy would probably not necessarily be effective, and would be hard to control. And, for example, Government Commission meetings typically serve refreshments. Trustee Hooker suggested that the availability of patios, benches, steps outdoors could be suggested for picnics and brown bags. Chair Weil added that, because there are outdoor alternatives, and good maintenance on the new building is desirable, it might be better to start with a stricter policy around refreshments. Director Duran agreed that the policy should be changed to emphasize light refreshments with no mention of food.

Chair Weil asked about the equipment available in the meeting rooms in terms of staff assistance to users. Director Duran said that Technical Assistance support will be available from Reference Staff, and Staff will also create user friendly instructions with images for the meeting rooms.

Chair Weil called for a motion regarding the Meeting Room Policy.

**MOTION TO APPROVE Current Library Meeting Room Policy, with the refreshment language changes, made by Vice Chair Johnson seconded by Trustee Amir.**

**Roll Call Vote:**

**Ayes: Ken Weil, Maureen Johnson, Niran Amir, Lawrence Drew, Anthony Hooker, Roxanne Richards, Jeff Slavitz**

**Absent: None**

**Noes: None**

**Motion Passed.**

#### **10. Meeting Dates**

The next Regular BTLA meeting is scheduled for Monday, October 17<sup>th</sup> at 6:15pm.

**Chair Weil adjourned the meeting at 7:17 pm.**

Respectfully Submitted,

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