

**SPECIAL Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
August 4, 2022
As approved on September 19, 2022**

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

Members Absent: Niran Amir

Also Present: Crystal Duran, Glenn Isaacson, Suzannah Scully, Ivan Silva, Deirdre McCrohan, Kristin Johnson

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

1. Election of Officers for Fiscal Year 2023

Chair Slavitz called for nominations for Agency Chair. Trustee Drew nominated Ken Weil. Trustee Johnson seconded the nomination.

Roll Call Vote:

Ayes: Chair Jeff Slavitz, Vice Chair Ken Weil, Lawrence Drew, Anthony Hooker, Maureen Johnson, Roxanne Richards

Absent: Niran Amir

Noes: None

Trustee Weil elected Agency Chair.

Chair Weil called for nominations for Vice Chair. Trustee Richards nominated Maureen Johnson. Trustee Slavitz seconded the nomination.

Roll Call Vote:

Ayes: Chair Ken Weil, Treasurer Jeff Slavitz, Lawrence Drew, Anthony Hooker, Maureen Johnson, Roxanne Richards

Absent: Niran Amir

Noes: None

Trustee Johnson elected Agency Vice Chair.

Chair Weil called for nominations for Treasurer. Trustee Hooker nominated Jeff Slavitz. Trustee Richards seconded the nomination.

Roll Call Vote:

Ayes: Chair Ken Weil, Vice Chair Maureen Johnson, Treasurer Jeff Slavitz, Lawrence Drew, Anthony Hooker, Roxanne Richards

Absent: Niran Amir

Noes: None

Trustee Slavitz re-elected Agency Treasurer.

OPEN Forum:

Chair Weil opened the floor to comments or questions from the public. Trustee Drew suggested that a one year term for Agency Chair may not be enough for retention of institutional knowledge for decision making. He asked that the Agency consider 2-year officer terms for the future. Trustee Richards suggested an Agency Bylaw review via subcommittee. Chair Weil said that the Agency Bylaws were updated several years ago, but a regular review would be good practice, and that that should be a near future consideration for the Agenda.

2. SPECIAL TRUSTEE CONSIDERATION

MOTION TO APPROVE RESOLUTION NO. 283-2022 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 JULY 13, 2022 through AUGUST 13, 2022 PURSUANT TO BROWN ACT PROVISIONS made by Treasurer Slavitz, seconded by Vice Chair Johnson

Roll Call Vote:

Ayes: Chair Ken Weil, Vice Chair Maureen Johnson, Treasurer Jeff Slavitz, Lawrence Drew, Anthony Hooker, Roxanne Richards

Absent: Niran Amir

Noes: None

Motion Passed.

3. Chair's Report

Chair Weil thanked Treasurer Slavitz for his leadership, and welcomed Trustee Hooker. He invited Trustee Hooker to share his background. Trustee Hooker was appointed by the Belvedere City Council in July. He has been a resident of Tiburon for 46 years, and, more recently of Belvedere for 3 years. He is an active user of the Library, and he and his family have been Library users since the Library was in the Post Office building. Trustee Hooker enjoyed his career as a financial advisor, retired recently, and earned and MA in Art, specializing in Photography. He has served on several area school-related boards. Prior to his financial career, Trustee Hooker graduated from the Naval Academy. He worked with Admiral Rickover on nuclear submarines, and with Kaiser building ships in Japan. He also holds a Masters in International Relations from American University.

4. Library Director's Report

Director Duran reported that, thanks to the Library Staff, a successful summer of reading programs was well attended, including a recent outdoor patio children's entertainment event. The Staff has received positive feedback on the summer Friday Phones &

Tablets digital skills workshops. These workshops will return with the September Library reopening.

Library Staff will be soon be migrating within the Library again, this time into permanent workstations. There will be a lot of movement in the next few weeks, including the arrival of new furniture for offices, meeting rooms, conference rooms, and the makerspace lab. Shelves will be moved and reassembled in the main nave, and books moved from their temporary storage, lobby, and new founders room temporary homes. The Library will be closed for the internal move. The public will be notified as soon as the closure dates are determined.

Staff are hard at work getting all of the Library spaces ready technology wise, and interviewing for new staff to increase service and outreach capacity. New technology has been procured for room reservations, program schedule management, and managing digital signage with TV's and monitors. Staff are actively recruiting for the two new positions, Adult Services Librarian and Community Engagement Librarian, with interviews in the next few weeks. It is hoped that the Community Engagement Librarian will be of great value in terms of increasing Library usage and Library user engagement. After these positions are hired, recruiting will continue in order to backfill various part time positons which have not been active during COVID and construction.

The Library has entered into a contract with EV Connect for 3 charging Stations to be installed in the Library parking lot. EV Connect provided the lowest cost and best oversight options. Trustee Richards asked why the Library is contracting for only 3 charging stations. Director Duran said that, since the infrastructure is already in place for more stations, there remains room to expand. Since the Agency expressed concern about the number of stations at the previous meeting, it was decided to start with a more conservative number of stations to test the service and the usage. There may also be additional funding opportunities to increase the number of stations in the next few years. Trustee Hooker asked if there was a net cost to the service. Director Duran said that this is an annual subscription, and that the revenue should offset the cost with a net neutral.

Library Staff and Foundation Staff are also working on outreach and publicity for the Library Grand Opening, with advertising in the Marin IJ, Marin Mag, the Ark, and locally distributed posters.

Director Duran has completed some small grant applications. One grant is for supporting a Zip Books Program, which has been in place since 2011 across the state providing funding for patron-driven book acquisition. When the books are purchased, they are sent directly to the patron, then returned to the library and added to the collection. This allows patrons speedy access to desired books, and adds to the diversification of the Library's collection. The grant period is several years, with reapplication available upon expiration. This is a great program for the homebound. Trustee Drew asked whether the program would generate revenue. Director Duran said

that, no, it is state funded, so there is no revenue involved, but it expands the collection at no cost to the Library. Trustee Richards asked whether there is a tracking mechanism, so that requests won't duplicate items already in the MARINet. Director Duran said that there will be a designated Staff to place orders, and that Staff will first check the collection before purchasing. Treasurer Slavitz asked whether this program would replace the suggestions program already in place. Director Duran said that no, this program will complement the processes already in place. Requests/suggestions to purchase will still be in place. This special program is designed to meet the patron at home with their request. A patron may want something we wouldn't necessarily purchase within our budget, and this is a very good way to diversify the Library's collection. Trustee Hooker suggested that the fire department may have a good list of homebound people.

5. Expansion Update

Project Manager Glenn Isaacson reported that the final phases of the project are going well and on the home stretch. Every day provides visual confirmation of movement towards conclusion.

In the Interior, placement of floor coverings will begin in the nave on Monday, August 8th. Once carpet is installed in the nave, re-assembly of bookshelves will begin. When carpeting is complete in the remainder of the space, and furniture has been received and installed, final migration of staff to permanent quarters will also take place. The expected date for migration is the last week of August.

For the Exterior, 80% of the concrete has been poured, with the balance expected to be completed on Tuesday, August 9th. This will trigger the final stages of irrigation and landscaping. Placement of paver blocks will also begin on Monday, August 8th.

6. Belvedere Tiburon Library Foundation Report

Executive Director Jenna Ervice reported that the Foundation is in high gear with event planning for the Friday and Saturday Grand Opening. She asked all Trustees to attend the donor event on Friday evening. The event will feature Sage Catering, who have worked with a broad range of organizations locally. Rental items for the events have been reserved, and the first batch of invitations will go out on August 5th.

In addition to the Grand Opening, a Popup 94920 event has been scheduled for October 6th in the New Founders' Room. This is a "round robin Ted Talk" type of event with local speakers, writers, and innovators. This event will be chaired by Rachel Ong.

The Foundation raised \$140,000 via estate gift in June, and \$14,000 in July. A planned giving event is in the works for Fall.

Trustee Hooker asked whether there is an informal schedule which Trustees could access regarding the events schedule. Executive Director Ervice and Director Duran agreed that there is a need to formalize an umbrella system, which is not yet in place, for sharing event calendars of the Foundation and Library combined. Dates calendared

thus far can be distributed. Director Duran is currently in the process drafting an Annual Plan of Service which will highlight planned Events. This will be shared as a planning tool in the near future. Executive Director Ervice added that the information is also available on the Library's website as each event is confirmed.

7. Agency Preliminary Financial Statements and Quarterly Treasurers' Report, June, 2022

Clerk Johnson reported that, based on preliminary cash-basis data, 99% of budgeted revenues have been received, and expenditures are right at 100% of budget. This is very good, given the additional expenses experienced this year related to construction support and payouts for staff retirements. Operating Reserves are at \$3.2 million as of June 30, 2022, and are expected to be at \$1.6 million for their annual low point in November, 2022.

8. Treasurer's Report on Expansion Line of Credit

Treasurer Slavitz reported that negotiations with Mechanics Bank regarding the Library's Line of Credit have concluded successfully. The Library will borrow \$3,000,000 fully by August 5th. Previously, the Bank's calculation for Library borrowing qualification was based on a reduction for Foundation Fundraising, but that qualification has been removed by the Bank as a result of the negotiations. The Agency concession for this removal was an increase in the interest rate on borrowing from 4.5% to 5%. The Bank is also open to Loan renegotiation if the principal has not been repaid by end of term.

9. Committee Reports

There were no committee reports.

CONSENT CALENDAR

10/11. Motion to approve the Minutes of June 20, 2022 and the Warrants dated month of June, 2022, made by Vice Chair Johnson, seconded by Treasurer Slavitz.

Roll Call Vote:

Ayes: Chair Ken Weil, Vice Chair Maureen Johnson, Treasurer Jeff Slavitz, Lawrence Drew, Anthony Hooker, Roxanne Richards

Absent: Niran Amir

Noes: None

Motion Passed.

TRUSTEE CONSIDERATIONS:

12. Consideration of Agency Conflict of Interest Policy

MOTION TO RE-APPROVE Current Library Conflict of Interest Policy made by Treasurer Slavitz, seconded by Trustee Drew.

Roll Call Vote:

Ayes: Chair Ken Weil, Vice Chair Maureen Johnson, Treasurer Jeff Slavitz, Lawrence Drew, Anthony Hooker, Roxanne Richards

Absent: Niran Amir

Noes: None

Motion Passed.

13. CONSIDERATION OF RESOLUTION 284-2022

MOTION TO APPROVE RESOLUTION 284-2022 AMENDING RESOLUTION 263-2020 AUTHORIZING EXECUTION OF LOAN DOCUMENTS AND FINALIZING AN AGREEMENT TO BORROW FUNDS FROM MECHANICS BANK made by Treasurer Slavitz, seconded by Trustee Drew.

Trustees agreed that the goal would be to repay the Loan as soon as possible.

Roll Call Vote:

Ayes: Chair Ken Weil, Vice Chair Maureen Johnson, Treasurer Jeff Slavitz, Lawrence Drew, Anthony Hooker, Roxanne Richards

Absent: Niran Amir

Noes: None

Motion Passed.

14. Policy Review and Adoption

Director Duran said that several policies have been updated for the new and larger Library space. Staff drafted the policies and checked them for consistency with prior policies and Library Guidelines recognized in the larger Library Community. In September, additional updated policies will be presented to the Agency, and policies will be reviewed continually going forward. Once policies have been implemented, they will be experientially reevaluated on an ongoing basis.

Director Duran noted that the Children's policy is intended to create a safe environment for children, to assure that adults who are not connected to children do not loiter in the space. This is typical for most Library Children's policies.

The Library Programs Policy speaks to the core of what programs should be about, in terms of how decisions are made, the established criteria for selecting programs, and

assuring that programs are equitable, sustainable, and in accordance with the Library's Mission. This document has been condensed from the prior Programs Policy.

The Maker Space Policy requires parental consent for use. Trustee Johnson wondered whether an attorney should review the parental signatures in order to protect the Library. Director Duran said that, in terms of children using the Maker Space, the parents are supposed to review the terms. The Library has not yet established a waiver, and this would be something to consider. Staff will determine if it's possible to include an indicator in patron's record that they have reviewed the policy. Volunteers or Staff will be present physically in the space to monitor activity. For patrons to use the space on a regular basis, they will be required to be trained and certified for such.

Trustee Richards noted that the use of the Maker Space is free. She asked whether there would be instances of charges depending on activities, where some materials might be expensive. Director Duran said that would be up to the Agency Board. Her suggestion is that the service should be free of cost. Many libraries are moving to this free/no cost model. It will be tricky to gauge when patrons should be charged. Some experience with use of the space will provide guidance in the future. Offered services should be accessible to all. The final decision would rest with the Board after costs are experienced over some time. Trustee Richards said she would like to see tracking established for the cost of supplies in Maker Space. Trustee Hooker agreed that, with the new library and all the changes, and a new population, it would be essential to keep close track of all expenses for comparison to historical costs. Chair Weil agreed that adjustments could be made as usage was experienced. Director Duran added that the Policy could be edited to include a clause stating that "fees may apply."

Librarian Ivan Silva said that there have been no charges for Maker services in the past. Most of the users have been children. There is a potential that entrepreneurial adults could use the service for different purposes, which might trigger the cost issue.

Trustee Hooker asked what role the Art Committee might play. Director Duran said that the Art Committee is a group of volunteers, whose active work is on the Grand Opening Renewal Art Show and other library art exhibits. Their role is to plan and execute programs in the gallery space.

MOTION TO APPROVE the Library Programs Policy made by Vice Chair Johnson, seconded by Treasurer Slavitz.

Roll Call Vote:

Ayes: Chair Ken Weil, Vice Chair Maureen Johnson, Treasurer Jeff Slavitz, Lawrence Drew, Anthony Hooker, Roxanne Richards

Absent: Niran Amir

Noes: None

Motion Passed.

MOTION TO APPROVE the Library Makerspace Policy made by Vice Chair Johnson, with the change that “Fees may apply” seconded by Trustee Richards.

Roll Call Vote:

Ayes: Chair Ken Weil, Vice Chair Maureen Johnson, Treasurer Jeff Slavitz, Lawrence Drew, Anthony Hooker, Roxanne Richards

Absent: Niran Amir

Noes: None

Motion Passed.

MOTION TO APPROVE the Library Teens Policy made by Vice Chair Johnson, seconded by Trustee Hooker.

Roll Call Vote:

Ayes: Chair Ken Weil, Vice Chair Maureen Johnson, Treasurer Jeff Slavitz, Lawrence Drew, Anthony Hooker, Roxanne Richards

Absent: Niran Amir

Noes: None

Motion Passed.

MOTION TO APPROVE the Library Children’s Policy made by Vice Chair Johnson, seconded by Treasurer Slavitz.

Roll Call Vote:

Ayes: Chair Ken Weil, Vice Chair Maureen Johnson, Treasurer Jeff Slavitz, Lawrence Drew, Anthony Hooker, Roxanne Richards

Absent: Niran Amir

Noes: None

Motion Passed.

15. Presentation on Library Website by Technology and Learning Initiatives Librarian Ivan Silva

Learning Initiatives Librarian Ivan Silva said that the current Library website was launched 9 years ago. The website was built on Drupal 7, and one of the goals for the new website was to upgrade the backend technology to WordPress, a large content publishing platform, which will make things easier to update in the future. The launch of new building is also an opportunity to launch the user end of the new website, to show patrons what is available at the Library. The timing of the launch will be as close as possible to the Library Grand Opening. The new website is currently under testing for quality control assurance. A soft launch the last week of August or first week of September will allow Librarian Silva and the

developers to review and adjust in time for the Library Grand Opening. A live version will be available soon for feedback from users.

Three main facets of the new Library website are: (1) Browse the Collection, a “landing” page which allows patrons to explore all items for borrowing, (2) Support and Services, a link for printing, trainings, and assistance with research, (3) Plan Your Visit, which describes the new Library space, how to get information, and how to book a meeting room.

The new website also includes specific areas of exploration for Children, Teens, and Seniors.

The new site also addresses accessibility, covering current guidelines, is more responsive, and will adapt to the screen to size of a smartphone.

Trustee Richards asked whether the site includes a program calendar. Librarian Silva said that a calendar is included each browser page. At the top of the page “Events” provides a monthly calendar view of programs. Trustee Richards asked whether the Trustees would get a chance to review the new site. Director Duran said that a number of people would be testing the site in conjunction with the soft launch.

Librarian Silva said that Board members selected for testing would be given some typical tasks the normally do on a monthly basis to see if they can be easily accomplished with minimal steps. Trustee Richards asked if Trustees were involved in the original design. Librarian Silva said that, in the first phase of the process, meetings with Agency Trustees, Foundation Members, and residents were held, and that this design is a result of that feedback.

Treasurer Slavitz asked about the interface between the Library site and the MARINet site. Director Duran said that MARINet is looking at better integration and at making their login platform appear the same as the local library. Trustee Hooker suggested that the login for MARINet should be clarified as distinct from use of the Library site.

Treasurer Slavitz asked who would be able to modify the site. Librarian Silva said that editors could be kids, teens, and, in theory, all staff should be able to login and update information. The available modifications would be in content only, mostly events and promotional marketing items.

16. Meeting Dates

The August 15 meeting will not be held. The next Regular meeting is scheduled for Monday, September 19, 2022 at 6:15pm, via Zoom.

Chair Weil adjourned the meeting at 7:54 pm.

Respectfully Submitted,

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