

**SPECIAL Meeting  
BELVEDERE-TIBURON LIBRARY AGENCY  
Belvedere-Tiburon Library, Tiburon, California  
October 17, 2022  
As approved on November 21, 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:** None.

**Also Present:** Crystal Duran, Glenn Isaacson, Nancy Kemnitzer (via Zoom), Suzannah Scully, Deirdre McCrohan (via Zoom), Kristin Johnson

**CALL TO ORDER:** Chair Weil called the meeting to order at 6:17 pm

**OPEN Forum:**

Chair Weil opened the floor to comments or questions from the public. There were none.

**1. SPECIAL TRUSTEE CONSIDERATION**

**MOTION TO APPROVE RESOLUTION NO. 286-2022 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 OCTOBER 19, 2022 through NOVEMBER 19, 2022 PURSUANT TO BROWN ACT PROVISIONS made by Treasurer Slavitz, seconded by Vice Chair Johnson.**

**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**

There was no report from the Chair.

**3. Library Director's Report**

Director Duran reported that the current AV solutions in the Founders Room are temporary and will be improved. Programs are now being scheduled in the Founders Room.

Upcoming Library Events for October and November include Story Time, a Teen Halloween Party, and a Library Trick or Treat for Halloween, including a haunted hallway. The trick or treat will take visitors through the entire Library.

Corner Books is operating with regular hours, and is looking for volunteers. Volunteer shifts are 10-12, 12-2, and 2-4 Monday through Saturday.

Librarian Ivan Silva will host a Library table at the Town of Tiburon's Diwali festival this Saturday from 3 to 5pm.

Director Duran has successfully applied for several grants, which have been received. A grant for Zip Books allows local patrons to request books not currently owned by the Library. The books are purchased and mailed to the resident, returned to the Library, and added to the collection. The maximum cost allowed for each book is \$45, and the program excludes best sellers. This grant program facilitates growth and diversity of the Library's collection based on community demand. The grant was awarded in the amount of \$2,500, and covers the current fiscal year, July 2022 through June 2023. The Library Staff will develop an outreach to homebound residents so that they can take advantage of this service. Trustee Richards asked whether a policy was in place for managing allowable purchases under this program. Director Duran said that patrons will make requests either through the Library's System online, or through a paper form at the Reference Desk. This will allow for review by staff for duplicates, budget parameters, and State Library parameters. This program supplements the Library process already in place for book purchase requests by patrons.

Holiday lights will be installed over the full Library building in early November.

Trustee Drew asked whether Library Staff could wear name tags. Director Duran said that there were privacy concerns with nametags, that the Staff are very good about introducing themselves, and that a personal introduction is the preferred protocol.

Trustee Hookers suggested introductory tours to the new library, and the digital classroom for local schools. Director Duran said that school tours could be easily set up, as Library Staff is already connected to the schools through pre-summer visits to schools to encourage summer reading activities.

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

Project Manager Glenn Isaacson reported that he is working to coordinate work process with the contractor and subs. He and the Library Staff have compiled a punch list which has been given to contractors. The estimate for all details being completed is 6-to-8 weeks from now.

The Library has passed the Fire Marshall's inspection for purposes of General Occupancy, with code interpretations pending on one issue. Sprinklers, lights, and

exterior service has also passed inspection. The main test for Accessibility has been passed. There will be a final accounting for the project after completion.

Trustee Richards asked whether an elevated stage is planned for the Popup and other events. Project Manager Isaacson said that Director Duran is researching stages to compare prefabricated stages with custom built stages. Storage space for such an item is not necessarily available at the Library.

Trustee Johnson asked when the full occupancy permit would be completed. Project Manager Isaacson said that full occupancy is permitted now, and final permits would be achieved after the punch list is completed and final issues on accessibility and building codes have been resolved. An inspection will be requested when Project Management is confident that there will be no further issues.

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

Foundation President Suzannah Scully reported that the Grand Opening Donor Event attracted 300 attendees. The Popup Event drew about 100 in the new Founders Room, and the Foundation is now planning the next Popup. Foundation members received wonderful feedback from attendees.

The Library Donor Wall Campaign has secured over 300 Donors for names. The deadline for donation was originally October 15<sup>th</sup>, and has been extended through December 31<sup>st</sup>, as much interest has been expressed. There are approximately 60-to-75 name spots left.

The Foundation will send an Annual Appeal letter in mid-November to approximately 6,000 94920 residents, including Strawberry. There will be no further Capital Campaign mailings.

## **6. Committee Reports**

There were no committee reports.

## **CONSENT CALENDAR**

**7/8. Motion to approve the Minutes of September 10, 2022, made by Vice Chair Johnson, seconded by Trustee Richards. Johnson Richards**

**Motion to approve the Warrants dated month of September, 2022, made by Trustee Amir, seconded by Trustee Drew.**

### **Roll Call Vote:**

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

**Absent: None**

**Noes: None**

**Motion Passed.**

## **TRUSTEE CONSIDERATIONS:**

### **9. Consideration of updated Guidelines for Library Use Policy**

Director Duran said that the Guidelines for Library Use were previously adopted in 2015, and have been updated for 2 additional items: Pets and Food & Drink in the Library.

Food and Beverages are allowed at Library Events under staff supervision. Beverages will be allowed in Corner Books, since this area was intended as a café setting. The policy notes that patrons are welcome to use patios to consume meals.

Pets will not be not permitted on the Library premises, unless they are Service Animals. Trustee Drew asked what is considered Library premises, and whether pets could be restrained near an entrance. Director Duran said that an option for patrons who stop by while walking dogs is needed. This could be defined more clearly to the patio area only.

Trustee Richards suggested a more in-depth meeting on the food subject and the purpose of the library to synchronize policies and procedures with the Foundation. Chair Weil suggested that discussion for a future meeting. Trustee Hooker added that some time should be allowed first to see how the Library is being used.

Trustee Hooker asked whether the Library has procedure for hazards. Clerk Johnson said that an Emergency Response Brochure is given to each employee, and one is kept at each public station. Director Duran said that Staff's first response and responsibility is to try to de-escalate behavior in situations that arise. Staff handles loudness and problems first with de-escalation tactics, including warnings, and requests for problematic patrons to leave the Library. If the situation were to become dangerous, Staff would use Panic buttons and call in Law Enforcement. Trustee Hooker asked whether Police have seen the new Library layout. Director Duran affirmed.

Trustee Johnson asked about CPR training for the Staff. Clerk Johnson confirmed that CPR training annually has been traditional. Currently, the training is behind due to COVID and construction, and will be renewed this year.

Chair Weil asked whether the Library has NARCAN on hand. Director Duran said that NARCAN was not currently kept in the Library, and the possibility of keeping it on hand should be part of a Board discussion.

Chair Weil asked about a legal review regarding items P and Q relating to selling, etc. and petitioning on Library premises. Director Duran affirmed that this would be needed.

Trustee Richards asked about the policy regarding leaving young children unattended on Library property. Director Duran said that enforcement of this would be subjective, for example, ages 6-7 or younger should not be left alone, but could be with an older sibling. The Library hasn't experienced these issues currently.

Trustee Amir added that policy can and should allow room for staff interpretation and decision making. The point of guidance not to prevent or alienate patrons from visiting and using the Library. In addition, if policies are written to tightly, they can be unproductively used by attorneys who may be involved.

Chair Weil added, that and policy holes, along consistent behavior problems will be naturally brought to the attention of Management by Staff.

Director Duran emphasized that the Library's Mission includes free and equal access.

**MOTION TO APPROVE Guidelines for Library Use Policy, made by Trustee Hooker, seconded by Trustee Amir.**

**Roll Call Vote:**

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

**Absent: None**

**Noes: None**

**Motion Passed.**

#### **10. Consideration of Library Holiday Hours**

**MOTION TO APPROVE 2022 Holiday Hours made by Treasurer Slavitz seconded by Trustee Drew.**

**Roll Call Vote:**

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

**Absent: None**

**Noes: None**

**Motion Passed.**

#### **11. Acceptance of Grant for Memory Lab**

Director Duran said that this grant had been submitted in August to replicate successful Memory Lab projects completed at other libraries. This Lab will complement the functions of the MakerSpace and Sound Booth and invite different patron traffic. This grant was awarded for \$19,968. Jessica Brandi, the new Adult Services Librarian will lead the effort, to engage the community along with Director Duran and Assistant Director Joey Della Santina. Part of the Grant will be used for \$10,000 of equipment for a Digitization Station to be housed in the MakerSpace. The Term of the grant is through June, 2023. This time will be used to set up the space and train staff to get the space working, and then build up programming to complement MakerSpace activities.

Director Duran wanted Board approval, as this initial grant application was a test to see if the Library can access more grant funds, and is an indication of future opportunity. Trustee Amir lauded the efforts of Director Duran in this direction.

Trustee Drew asked whether the Library would accept in-kind time and materials contributions for these kinds of projects. He asked if the Library had the staffing necessary

for such projects. Director Duran said that the Staff for this project are already in place and part of the current budget. The grant application included an estimate for the hours each current Staff would be working on the project. Approximately \$8,000 of the grant is designated to offset the personnel costs, which are within the current staffing. Chair Weil expressed his concern that the Library have enough staff, and added that additional grants could be sought for future fiscal years.

Trustee Amir noted that the grant included 17 applicable projects, and asked what other projects might be under consideration. Director Duran gave one example of offering bicycle repair workshops. She will follow up to list other possibilities.

**MOTION TO ACCEPT Grant for Memory Lab made by Trustee Richards seconded by Vice Chair Johnson.**

**Roll Call Vote:**

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

**Absent: None**

**Noes: None**

**Motion Passed.**

## **12. Acceptance of Grant for Planting SEEDs**

Director Duran said that his grant had similar process and timeline to the Memory Lab grant. The SEED grant come from the State Library, under a new initiative on sustainable libraries. This grant in with the Library's already established Library Green Team, the funds will help launch those efforts. The maximum available was \$30,000 and the Library came in just below that, so we also applied for a percentage of cost grant.

The grant involves required completion of components for a special certification. The Library will meet only 2 of the components in the first year, and hopefully, continue on after that. Adult Services Librarian Brandi will lead a book club on green topics. A student intern/potential librarian will also be brought on board to help with project. The student will benefit by acquiring a sense of collection development and working with staff, and this will be a test model for the library considering future student interns. A larger project, establishing and hosting a sustainability fair will use more of the grant funds for personnel (a student intern, some staff), and supplies and materials, and travel costs. Staff and interns will submit proposal for presentation at this year's State Library Conference, which is themed with sustainability issues. The Library was the only applicant to submit for the certification, so this indicates a good opportunity to be selected for presentation.

Treasurer Slavitz lauded Director Duran for her effort towards the 2 grants. He asked if there might be opportunity for a Solar-related grant. Director Duran said that that is likely.

Trustee Drew asked whether this type of State Library grant will these be ongoing, or is this just a great financial year for the State. Director Duran said that this is a pilot year, a first time investment in sustainability projects. If the State project didn't continue, the Library could continue to sustain and host on a smaller scale with local partners. The State Library has had a beneficial recent 2-3 years, and a dramatic decline seems unlikely. The State also awarded the Larkspur Library \$5,000,000 for capital improvement, so, currently, it seems that opportunities will continue to be available.

**MOTION TO ACCEPT Grant for Planting SEEDs made by Trustee Hooker seconded by Trustee Amir.**

**Roll Call Vote:**

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

**Absent: None**

**Noes: None**

**Motion Passed.**

### **13. Meeting Dates**

The next Regular BTLA meeting is scheduled for Monday, November 21st at 6:15pm.

Chair Weil requested a December meeting on December 19<sup>th</sup>.

**Chair Weil adjourned the meeting at 7:34 pm.**

Respectfully Submitted,

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