

**SPECIAL Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
November 21, 2022
As approved on January 23, 2023**

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

Members Absent: Treasurer Jeff Slavitz, Niran Amir

Also Present: Crystal Duran, Glenn Isaacson, Nancy Kemnitzer, Deirdre McCrohan, 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.

Chuck Hornbrook of 1707 Vistazo West, said that he had addressed the Agency in October, 2021, and March, 2022, regarding solar panel installation at the Library, and would like a place on the next Agency meeting agenda to continue the discussion on solar power. He added that panels providing 20-to-30 KW could be installed on the Library roof, along with battery storage elsewhere, to provide a power center for the community during outages. Mr. Hornbrook does not favor Library ownership, as a 30% investment tax credit would be available to a private owner. He noted other local community facilities, including the Police Station, The Ranch, and the Belvedere Tennis Club have utilized a Power Purchase Agreement for solar.

1. SPECIAL TRUSTEE CONSIDERATION

MOTION TO APPROVE RESOLUTION NO. 287-2022 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 NOVEMBER 19, 2022 through DECEMBER 19, 2022 PURSUANT TO BROWN ACT PROVISIONS made by Vice Chair Johnson, seconded by Trustee Richards.

Roll Call Vote:

Ayes: Ken Weil, Maureen Johnson, Lawrence Drew, Anthony Hooker, Roxanne Richards

Absent: Jeff Slavitz, Niran Amir

Noes: None.

Motion Passed.

2. Chair's Report

Chair Weill reported good news for the Library: A Marin County Proposal to increase taxes for support of libraries passed by 76% of voters served by the Marin County Library. The community is supporting local libraries.

3. Library Director's Report

Director Duran reported that Adult Services Librarian, Jessica Brandi, has created a new True Crime book discussion group, which will begin meeting in December. Multiple formats, including books, audio, and articles will be featured in this Librarian-led book group. She encouraged Agency members to join the group.

The Art Committee has installed a new exhibit of contemporary bay area artists in the Gallery.

In response to Agency inquiries last month, Director Duran shared data from when library was last fully open, prior to the pandemic and construction, comparing October 2019, to October 2022. There was an increase in book AND eBook borrowing, with a shift toward the electronic formats. Website visits increased substantially, and this could be due to the new website interface, and to the pandemic driving more traffic online. Reference Q&A is comparative to the prior period, with more directional questions regarding the new space. Program attendance and Library visits were not yet available for presentation.

Library Staff were present for outreach at the Tiburon Diwali Festival. New Library card subscribers have signed up at this and several other recent Town events.

During the recent 2 weeks, 131 Kindergarteners and First Graders toured the Library.

Library Staff continue to recruit for several positions, including a full time Children's Librarian position, which was vacated in September. The Staff engage in a comprehensive hiring process, with applicant review, interviews, and background checks.

Director Duran is formalizing an employee evaluation process and disciplinary action protocol. In accordance with best practice, Director Duran would like the Board to consider a Director's evaluation for her January 10 first anniversary, with focus on mission statement accomplishments and job description.

The Maker Space is attracting many creative patrons. Recently, a local resident (who is also a very well known saxophone player) visited the space, wanting to 3D-print a mouthpiece for the saxophone. Several teenagers who happened to be in the Maker Space at that time helped the resident by figuring out how to set up and accomplish the 3D print job. This happy collaboration illustrates the value of the Maker Space as a

welcoming venue which facilitates creative interconnection and collaboration between generations.

Trustee Drew asked about a senior reading group. Director Duran needed to confirm whether the group would be meeting, as it is a community group using the Library rather than a Library hosted activity.

Trustee Richards asked whether the new True Crime book group was initiated in response to community interest, or whether it was a staff idea. She suggested posting the schedule in the Ark to stimulate interest. Director Duran said that Adult Services Librarian Jessica Brandi initiated the idea after she had successfully sponsored a similar program at the Larkspur Library. There is a fine line regarding what the Ark considers should be a paid advertisement versus what is community information and can be captured in the library's section of the Ark. It might be possible to highlight one activity each week in the Ark.

Trustee Hooker said that he would like to see the Library's section in the Ark highlighted in a more exciting way. In addition, with over 25,000 Library website users, can the website and other media be used in new ways to attract the website users to other Library activities? Director Duran said that the Library would need more dedicated staff and capital to manage that project sustainably. While most website users are probably also Library users, the Library Staff are currently recruiting part-time marketing help, which will add to both the website and alternative media mix of attracting patrons to all Library activities.

Trustee Hooker asked about the positions under recruitment in relation to the Library Budget. Director Duran said that the Fiscal Year 2023 Budget, which was approved in June, included all of the current recruitment. The Library is status quo with the Budget on Personnel FTEs, with recruitment planned for 19 hours positions, with no additional full time positions, and no positions not previously presented in the budget planned.

Trustee Richards asked, given the increased activity in electronic media checkouts, whether the Library would continue to benefit from MARINet subsidies/economies of scale with the electronic platform subscriptions. In the past, the Library has benefitted within MARINet, due to the fact that more of our print materials were loaned out to other MARINet Libraries than our patrons borrowed from outside. Will our advantage dissipate as we move to eBooks rather than physical materials? Director Duran said that Library spending and budgeting has already shifted emphasis from print to electronics. In addition, MARINet group discussions continue to focus on advantageous resource sharing. Decisions and shifting of resources will depend on the desired budget focus. The Library Staff will continue to monitor usage in order to budget and invest as appropriate.

4. Expansion Update

Project Manager Isaacson reported that, after a walk-through with Architect Chris Ford, most of the punch list items regarding final building details have been completed. Alten Construction is cooperating with the list requirements. The Management team is working on a final inspection by the Town of Tiburon. After final inspection, a cost accounting will be completed.

Vice Chair Johnson asked whether the landscaping is complete. Project Manager Isaacson said that the heron nest in the plaza and other areas have been planted, that slow growth is expected during the winter months, and that the plantings are under maintenance and warranty with the landscape contractor. It will be determined in the spring whether the plants are thriving or need replacement.

5. Belvedere Tiburon Library Foundation Report

Director Duran reported for President Scully that 9,000 annual appeal letters were mailed on November 17 to Belvedere, Tiburon, Strawberry, and East Corte Madera. Donor wall contributions will be accepted through December 31, and the wall is expected to be completed in March 2023.

The Petrocelli luncheon will be held in February, with tickets available starting in January.

6. Financials and Treasurer's Report four months ended October 31, 2022

Clerk Johnson reported that, with 33% of the year passed, .5% of budgeted Revenues have been received. This is normal at this time of year, as tax revenues arrive in December and April. Expenditures are at 36% of budget, also normal for this time of year, as Insurance, Database and Magazine subscriptions, and CalPERS Unfunded Pension Liability payments are all made early in the year.

A comparison of Revenue and Expense to Fiscal Year 2022 (the prior year) and Fiscal Year 2019 (the last "normal" operating year before the pandemic) was presented. As of October 31, the year-to-date percentages for Revenue and Expenditure are comparable. The increase in salaries and wages is also normal, considering the 4-year time frame of the comparison. Some Expenditure categories, Technology Services and Building Expenses are higher than previous years due to equipment purchases, insurance, and maintenance for the new building. A review as of December 31 will reveal more about how expenditures look with the new configuration.

7. Committee Reports

There were no committee reports.

CONSENT CALENDAR

8/9. Motion to approve the Minutes of October 17, 2022, and the Warrants dated month of October 2022, made by Trustee Drew, seconded by Trustee Hooker.

Roll Call Vote:

Ayes: Ken Weil, Maureen Johnson, Lawrence Drew, Anthony Hooker, Roxanne Richards

Absent: Jeff Slavitz, Niran Amir

Noes: None

Motion Passed.

TRUSTEE CONSIDERATIONS:

10. Consideration of Long-Range Planning Committee

Chair Weil said that the Agency by-laws call for committees to be formed and approved by the Board. The importance of finance and long-range planning was generally agreed upon by the Trustees. Director Duran added that the long-range planning committee would not determine the mission and strategic vision of the Library, but would enable that process. The committee should consist of the Library Director and three Trustees.

MOTION TO APPROVE Ad Hoc Long-Range Planning Committee, made by Vice Chair Johnson, seconded by Trustee Richards.

Membership to be determined at future meeting.

Roll Call Vote:

Ayes: Ken Weil, Maureen Johnson, Lawrence Drew, Anthony Hooker, Roxanne Richards,

Absent: Jeff Slavitz, Niran Amir

Noes: None

Motion Passed.

11. Consideration of establishing a Finance Committee

MOTION TO APPROVE Ad Hoc Finance Committee made by Vice Chair Johnson, seconded by Trustee Hooker.

Trustee Richards said that the framework and process for the finance committee's work should be defined. She suggested recruiting volunteers with financial expertise from the community, and that the committee should meet quarterly or semi-annually. The City of Belvedere Finance Committee has only one councilmember on board, with the remaining members volunteering from the public. This allows active participation from the community. She suggested having two Agency members along with community volunteers.

Chair Weil suggested that the volunteers would be beneficial *if* they brought outside expertise in Library and government to the table. However, committee membership should also be available as a learning process for the Trustees. He suggested that the committee start with three Trustees as core members, and it be left up to these members, in the course of committee process, to determine how to invite outside participation. As the process develops, the committee may recognize the need for outside expertise either as members or as consultants on specific issues.

The members of the committee will be Chair Ken Weil, Treasurer Jeff Slavitz, and Trustee Tony Hooker.

Roll Call Vote:

Ayes: Ken Weil, Maureen Johnson, Lawrence Drew, Anthony Hooker, Roxanne Richards.

Absent: Jeff Slavitz, Niran Amir

Noes: None

Motion Passed.

13. Meeting Dates

The next Regular BTLA meeting is scheduled for Monday, January 9, 2023 at 6:15pm.

The Agency is considering January 17th or January 23rd, since Chair Weil will be away.

A quorum for a possible December meeting is undetermined.

Chair Weil adjourned the meeting at 7:41 pm.

Respectfully Submitted,

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