

REGULAR Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
June 19, 2023
As approve on August 21, 2023

Roll Call, Present: Chair Ken Weil, Vice Chair Maureen Johnson, Treasurer Jeff Slavitz, Niran Amir, Lawrence Drew

Members Absent: Anthony Hooker, Roxanne Richards

Also Present: Crystal Duran, Jane Cooper, Emily Poplawski, new BTLA Appointee for City of Belvedere, Albert Yu, Tiburon BTLA Candidate, Kristin Johnson

CALL TO ORDER: Chair Weil called the meeting to order at 6:18 pm

OPEN Forum:

Chair Weil opened the floor to comments or questions from the public. Jane Cooper, BTLA liaison for the City of Belvedere, introduced Emily Poplawski, who was chosen by the City Council to serve on the Library Agency Board. Emily has worked in the technology sector and is currently Vice President at a health and nutrition startup, and has served in many product leadership roles.

1. Chair's Report

Chair Weil reported that the recent Library Art Opening, Lasting Images, drew quite a large and diverse crowd. The exhibit included pieces available for purchase in a wide price range, with affordable items for all.

Chair Weil introduced Albert Yu, a Tiburon BTLA Trustee candidate, in attendance this evening.

Chair Weill expressed thanks to Glenn Isaacson and the Library Foundation for all of their work on the expansion project and more, and said it is time now to extend thanks to the Agency Trustees for their regular ongoing time and efforts. There is a collegial atmosphere on the Board, and Trustees have joined the right reasons: for their love of the Library and with the desire to promote the Library's continuing success.

2. Library Director's Report

Director Duran reported that the Children's Summer Reading and other programs are bringing a good number of kids into the library. A popular reptile petting zoo will be featured this coming Thursday. Library Staff are busy planning fall and winter children's, teen, and adult programs, including a premier author and speaker event that will complement the Foundation's planned Popup event.

Staff have added a new calendar feature to the Library Website, which allows a search of the program calendar by audience type, type of activity, subject, etc. Patrons and

Staff can download a report, and populate activities in a unique brochure/calendar for specific patrons and patron groups.

Director Duran congratulated Librarian Ivan Silva on becoming an inaugural Library Maker Ambassador. He was selected from a pool of 30+ candidates across the United States. This title is related to a new nation-wide library program to build the library maker space community, toolkits, and resources. Ivan has great experience and is connected well with the community.

Building interior and exterior signage is in the works and near completion. External signage will be installed next week. Wayfinding signs for internal spaces will be ready in a few weeks.

Library Staff are hoping to create a lounge/seating area in the lobby near the parking lot entrance, and are working on proposals.

The Long Range Planning Committee has developed a Request for Proposal for a professional study related to future planning. The RFP will be posted on the Library Website soon, allowing one month for responses. Director Duran hopes that sufficient proposals will in that time will allow for a recommendation to the Agency at the August meeting.

Chair Weil added that the classification and compensation study is key, since personnel costs comprise 60-to-70% of the Library's budget. It is very important to assure that the Library is offering competitive salaries and has an affordable plan for staff retention. He asked about the timeline for the completion of the study. The plan for a consultation and study includes a review of personnel classifications and compensation.

Director Duran said that she hopes to have proposals for the Agency's review at the August meeting. Once a consultant has been selected, it could take 4-to-5 months for a study to be completed, and finances will determine the depth of the study. The Agency may choose to focus on compensation and benefits rather than classifications, for example. Trustee Johnson asked whether the study would just include California comparisons. Director Duran affirmed. Chair Weill added that, if the study were completed in 4-to-5 months, this would allow time to incorporate any cost implications into the Budget planning process next spring.

Trustee Drew asked if online media borrowing instructions were available for patrons. Director Duran said that detail instructions may not be available on the Library's website, and recommended an appointment with a Reference Librarian to walk through the process. Trustee Drew requested a take-home document be developed for patrons for future reference after the initial reference appointment. Director Duran agreed that this would be helpful.

3. Expansion Update

Project Manager Glenn Isaacson reported that the Project punch list is down to the last 2-to-3 items, and completion tasks are going well.

For the non-contract items which still need to be completed, a list has been created and the items on the list will be priced in the next few weeks. There is nothing major on the list, and the total will be within budget.

Trustee Drew asked whether the Town of Tiburon has completed its pledged contributions to the Project. Tiburon has contributed \$450,000 of the pledged contributions of \$600,000. Project Manager Isaacson said that final a final certificate of occupancy is still needed from the Town to complete the project, along with the installation a cover over the visible piping on Mar West Street.

4. Belvedere Tiburon Library Foundation Report

There was no report from the Belvedere Tiburon Library Foundation.

5. Financial Report

Clerk Johnson reported that, with 92% of the budget year completed, revenues are at 92% of budget, all CFD Bond payments for the year have been made from the Parcel Tax Revenues, and expenditures are at 78% of budget. Revenues are on par, as the large portion of taxes due in December/January and April/May have been received.

Personnel is still a bit low due to staffing up efforts, which are still underway. Program services are low due to the late start of the program year after the substantial completion of the Expansion Project in September, three months into the fiscal year. Circulation Materials and Data and Technology Services, and Building Expenses are on par with budget. Agency Administration is slightly low due to audit fees not yet paid. Some furniture and equipment expenses related to the expansion were charged to reserves. Overall, it is expected that the fiscal year will end with a higher-than-budgeted bottom line. A purchase of Treasury bills is under consideration, with the amount and term depending on forecasts for the coming fiscal year. In addition, enough cash remains in the Expansion Fund to allow for a \$600,000 payment to the Expansion Line of Credit.

6. Committee Reports

There were no committee reports.

CONSENT CALENDAR

7/8. Motion to approve the Minutes of May 15, 2023, and the warrants for the Month of May 2023 made by Treasurer Slavitz, Seconded by Trustee Amir.

Roll Call Vote:

Ayes: Ken Weil, Maureen Johnson, Jeff Slavitz, Niran Amir, Lawrence Drew.

Absent: Anthony Hooker, Roxanne Richards.

Noes: None.

Motion Passed.

TRUSTEE CONSIDERATIONS:

9. Consideration of One-Time Vacation Buyback Program.

Director Duran said that the Library currently has no policy in place for Vacation Buyback, under which the Library would pay employees for excess accrued vacation time. This is a good time to implement such a policy in terms of longer-term benefit. Since the Library reopened with limited staff, vacation time has not been taken and has accrued to higher levels. With rising costs & inflation, it has been a financially challenging year for some staff. Some local jurisdictions do offer this benefit. This type of program is a benefit to staff, and can be an advantage for staff retention and morale. On the Agency side, such a policy helps to reduce vacation liability at the end of the year. The Library's liability is currently about \$184,000 and continues to grow. Buyback at end of a fiscal year would help to minimize the liability, as it would occur before Staff pay rates increase.

Three options have been proposed for setting this One-Time Policy for Fiscal Year-End 2023.

Option A, employees may cash out up to $\frac{1}{2}$ of their accrued vacation balance.

Option B, employees may cash out up to $\frac{1}{4}$ of their accrued vacation balance.

Option C, employees may cash out up to one week of their accrued vacation balance.

Within the Fiscal Year 2023 Budget, savings in the personnel area are available to fund this action. This would be a One-Time action, which could be reconsidered for future years after the compensation study is completed.

Trustee Amir asked which policy would benefit the lower paid staff the most. Treasurer Slavitz said that, with five employees at their maximum accrual, he would favor Option A.

Trustee Amir said that the Policy would be a great idea, but at the same time, Library Management should culturally encourage people to take their vacations, and be staffed appropriately to make sure staff are able to take vacation. Payout should not replace encouragement to take vacations.

Treasurer Slavitz said that the Library could use a One-Time Policy as a temporary fix to the large balances, and later use the compensation study to address the issue in different ways. Trustee Amir asked what budget items would cover the cost. Director Duran said that the

Fiscal Year 2023 Budget could accommodate these amounts. Trustee Drew said the plan was not expensive.

Trustee Niran asked whether, if the Agency were to approve Option A, the staff would be disappointed if the compensation study later came up with something less appealing. Director Duran said that this is a one-time Policy for now, and would be clearly communicated to the Staff as such.

Chair Weil said that choosing Option A would be good for Staff morale, along with the fact that Staff have been able to accrue the highest limit, and could accrue more after the buyback. The study will then help let Staff know what they are getting and how that compares to other places. A clear communication that this is a One-Time Policy is important, so as not to create expectations in Staff that cannot be met.

MOTION TO approve One-Time Vacation Buyback Plan, Option A, made by Treasurer Slavitz, seconded by Trustee Drew.

Roll Call Vote:

Ayes: Ken Weil, Maureen Johnson, Jeff Slavitz, Niran Amir, Lawrence Drew.

Absent: Anthony Hooker, Roxanne Richards.

Noes: None.

Motion Passed.

10. Consideration of Approval of FY2023-2024 Budget.

Director Duran said that the Fiscal Year 23-24 Budget represents the first full fiscal year that the Belvedere Tiburon Library will be in operation since the pandemic and expansion. The proposed budget assumes revenues at a conservative level based on the previous fiscal year and maximum expenses for each category. The library is currently open seven days a week for 57 business hours, with plans to increase hours by Fall, 2023.

Below are highlights of the proposed FY 23-24 Budget:

- Personnel includes 12 full-time and 13 part-time staff or 18.5 FTE. We do not anticipate any new full-time positions in the fiscal year. Part-time positions for FY23-24 are equivalent to part-time positions budgeted in the previous fiscal year.
- An Unfunded Accrued Liability (UAL) payment for OPEB of \$25K is included in Personnel costs, not included in the previous fiscal year.
- Program costs for adults, children, Makerspace, and digital literacy are increasing to offer more high-quality programs for the community.
- Public Relations costs are increasing for additional planned outreach and marketing, including promotional materials and collateral, paid advertising and signage, and print mailers to all residents.
- Increases in Building Expenses are mainly due to property and liability insurance and utilities for the expanded building.
- Line of credit repayment will include the annual \$192K plus an additional \$600K payment.

Trustee Johnson asked whether, given the popularity of the Maker Space use, there should be more of a budget for supplies. Director Duran said that Librarian Silva is confident in costs budgeted for this area. Trustee Amir suggested looking at other sources for funding this area in particular. Director Duran said that, once the Library is fully staffed and up and running, a campaign would be worth pursuing on the Foundation side. Trustee Amir said that the Maker Space would be an appealing area for that purpose. Chair Weil asked what the cost per user of the Maker Space would be. Director Duran said specific cost is currently difficult to determine because the cost depends on which item in the space is being used. Librarian Silva is working on a solution to gather per station cost data.

Treasurer Slavitz asked why the Young Adult line has been reduced. Director Duran said that it was budgeted high in the prior year. Teen Librarian Rebecca Jung has evaluated the prior year costs and projected the costs for next year.

Trustee Johnson asked how much the Library is taking in from the EV charging stations. Director Duran said that \$500 was taken in in the first month \$700 in the second month. The Library is charging three cents more per kW than the City of Belvedere is charging. Users can find the Library stations through an app, so no marketing is necessary. Trustee Johnson asked whether signage would be installed to direct users to the parking lot. Director Duran said there were no plans yet for that type of signage, and that use has been high. Trustee Drew asked if people were waiting to use the stations. Director Duran said that the stations are always in use, but she has not noticed anyone waiting or making complaints. Treasurer Slavitz asked if there could be a report for the Agency on usage. Director Duran affirmed. Trustee Amir asked if more stations are planned. Director Duran said that is a possibility, as infrastructure is in place for another dual unit. Chair Weil added that additional stations might take up needed parking spaces.

MOTION TO approve FY2023-2024 Budget made by Trustee Amir, seconded by Trustee Johnson.

Roll Call Vote:

Ayes: Ken Weil, Maureen Johnson, Jeff Slavitz, Niran Amir, Lawrence Drew.

Absent: Anthony Hooker, Roxanne Richards.

Noes: None.

Motion Passed.

11. Consideration of RESOLUTION No. 292-2023 AUTHORIZING THE USE OF REMAINING EXPANSION FUNDS OF \$600,000 FOR LINE OF CREDIT PRINCIPAL REPAYMENT.

MOTION TO adopt Resolution No. 292-2023 made by Trustee Johnson, seconded by Chair Weil.

Roll Call Vote:

Ayes: Ken Weil, Maureen Johnson, Jeff Slavitz, Niran Amir, Lawrence Drew.

Absent: Anthony Hooker, Roxanne Richards.

Noes: None.

Motion Passed.

12. Consideration of RESOLUTION No. 293-2023 ADOPTING THE 2023/2024 AGENCY GANN APPROPRIATIONS LIMIT.

MOTION TO adopt Resolution No. 293-2023 made by Treasurer Slavitz, seconded by Trustee Amir.

Roll Call Vote:

Ayes: Ken Weil, Maureen Johnson, Jeff Slavitz, Niran Amir, Lawrence Drew.

Absent: Anthony Hooker, Roxanne Richards.

Noes: None.

Motion Passed.

13. Consideration of RESOLUTION No. 294-2023 ADOPTING THE 2023/2024 CFD 1995-1 GANN APPROPRIATIONS LIMIT.

MOTION TO adopt Resolution No. 294-2023 made by Treasurer Slavitz, seconded by Trustee Amir.

Roll Call Vote:

Ayes: Ken Weil, Maureen Johnson, Jeff Slavitz, Niran Amir, Lawrence Drew.

Absent: Anthony Hooker, Roxanne Richards.

Noes: None.

Motion Passed.

14. Consideration of RESOLUTION 295-2023 HONORING VICE CHAIR MAUREEN JOHNSON.

MOTION TO adopt Resolution No. 294-2023 made by Trustee Hooker, seconded by Trustee Amir.

Roll Call Vote:

Ayes: Ken Weil, Maureen Johnson, Jeff Slavitz, Niran Amir, Lawrence Drew.

Absent: Anthony Hooker, Roxanne Richards.

Noes: None.

Motion Passed.

15. Schedule of 2023 meeting Dates

The next Regular BTLA meeting is scheduled for August 21, 2023. A quorum is not available for a July meeting.

Chair Weil adjourned the meeting at 7:40 pm.

Respectfully Submitted,

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