

**REGULAR Meeting**  
**BELVEDERE-TIBURON LIBRARY AGENCY**  
**Belvedere-Tiburon Library, Tiburon, California**  
**September 18, 2023**  
**As approved on October 16, 2023**

**Roll Call, Present:** Chair Roxanne Richards, Vice Chair Anthony Hooker, Treasurer Jeff Slavitz, Niran Amir, Lawrence Drew, Emily Poplawski, Kenneth Weil

**Members Absent:** None

**Also Present:** Crystal Duran, Aviva Boedecker, Jane Cooper, Kristin Johnson

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

**OPEN Forum:**

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

**1. Chair's Report**

Chair Richards acknowledged and expressed appreciation for the Library's new hours: 9am to 7pm Monday-Thursday and 10am to 5pm Friday-Sunday.

Chair Richards reminded trustees of the Joint Agency/Foundation Board Retreat with the Ivy Group on September 26<sup>th</sup>.

**2. Library Director's Report**

Director Duran is working on the State Library Report, which is due in November. The report includes Library statistics on usage, programs, and attendance, along with financial results compared to budget for Fiscal Year 2023.

The Library is sending out an all-resident mailer for delivery by the first week of October.

**3. Expansion Update**

Project Manager Glenn Isaacson reported that yesterday was the Anniversary of the Library's 2022 Grand Opening. The Project punch list is complete, and the warranty list is short.

The exterior signage has been completed. A few warranty items are under completion by the contractor.

The copper shroud covering pipes on the Mar West side of the building will be completed by the end of next week. This is the last item to be completed before submitting to the Town of Tiburon for a final certificate of completion. The budget is holding.

#### 4. Belvedere Tiburon Library Foundation Report

Foundation Board member Aviva Boedecker reported that Popup 94920+ will be held on October 12<sup>th</sup> from 5:30-8pm, with seating available for 100. Tickets are \$75 or \$100, with Bright Light Sponsorships at \$1,000 with 4 reserved seats.

All Donor naming plaques are expected to be installed by mid-October.

The Foundation has included an update in Library's fall mailer. There will be an Annual Fund mailing in mid-to-late October following the Library's mailer. Last year, the Annual Fund drive yielded \$65,000, and Foundation staff are hoping for the same this year.

Corner Books has seen increasing traffic and a steady stream of book donations. Trustee Hooker asked whether donated books are reviewed for possible high value. Board Member Boedecker said that visibly older items are reviewed by Heather Lobdell, Corner Books Volunteer Director, with prices checked on Amazon. Library Assistant Director Joey Della Santina also reviews the books. All books of local interest, along with some popular hardback children's and teens books, are added to the Library's collection.

The Art Committee will be holding a Gently Used Art Auction preview on November 1<sup>st</sup>. This will also be an evening donor recognition event and an opportunity to view the donor plaques.

A number of Foundation members will be terming off in December, including President Suzannah Scully, Whitney Lee, Pam Goldman and Rachael Ong. The Foundation has successfully recruited new members Mickey Hubbell, Toni Lee, Sylvia Singh and Michelle Thomsen.

Director Duran acknowledged and expressed appreciation for Board Member Boedecker's volunteer time in Corner Books.

Corner Books hours are 10am to 4pm Monday -Saturday, and the store is also open during the Library's special events.

#### 5. Committee Reports

**Finance Committee:** Treasurer Slavitz reported that the Finance Committee met recently to talk about the Library's budget and plan for paying off the Expansion Line of Credit. The group is developing a reserve policy which will be presented next month.

**Long-Range Planning Committee:** Chair Richards reported that the Long-Term Planning Committee has created a strategic planning subcommittee to work with consultants, The Ivy Group. A joint Agency/Foundation retreat and a separate Staff session have been scheduled for September 26<sup>th</sup>, along with community stakeholder groups on September 27<sup>th</sup>. These meetings will set the groundwork for a community

survey which will run from Oct 16 – Nov 5. The online survey link will be advertised in a number of ways, including the Library’s website and Library flyers.

Trustee Amir asked about The Ivy Group’s marketing segmentation study regarding Privacy Policy for donor names. Director Duran said that Library Counsel has reviewed the documents for such and approved the process.

Trustee Weil asked whether The Ivy Group has defined a successful community participation level. Director Duran said the Ivy Group is aiming for at least 300 survey participants.

Vice Chair Hooker asked whether the study would note whether participants are donors. Director Duran said that the survey will be completely anonymous. Donor demographics will be part of the Market Segmentation study.

## **CONSENT CALENDAR**

### **6/7. Motion to approve the Minutes August 19, 2023, and the warrants for the month of August 2023 made by Treasurer Slavitz, Seconded by Vice Chair Hooker.**

#### **Roll Call Vote:**

**Ayes:** Chair Roxanne Richards, Vice Chair Anthony Hooker, Treasurer Jeff Slavitz, Niran Amir, Lawrence Drew, Emily Poplawski, Kenneth Weil

**Absent: None.**

**Noes: None.**

**All in Favor. Motion Passed.**

## **TRUSTEE CONSIDERATIONS:**

### **8. Staff Presentation on Digi Lab**

Director Duran said that the “Memory Lab Project,” for which a California State Library grant was received, has been renamed the “Digi Lab.” The Lab is up and running, but has not yet been promoted to the public. California Revealed is an organization which offers tools for archiving to an open California-wide archive. This allows for a future possibility to store and upload Library archives and archives for Belvedere and Tiburon. Memory labs exist throughout California in libraries.

Assistant Director Joey Della Santina presented the Library’s Digi Lab. Lab use is by appointment for both audio and a video via 2 iMac stations. The software (in garage band) is easy to use and available in both stations.

The Lab offers the capacity to connect to older media players such as reel-to-reel, VHS, vinyl, audio tapes, and Beta players and camcorders. It also offers a scanner good for slides and negatives, and can be used to create photos.

Library Staff are in the process of compiling simple written procedures. Lab users will also receive time-limited in-person tutorials.

Trustee Amir asked what the main target audience for the Lab is. Assistant Director Della Santina said that users will likely be those older patrons with dated technology and family artifacts to archive. Director Duran added that the Lab has already been used for recordings of indigenous groups.

Chair Richards asked what the amount of the grant for the Lab was. Director Duran said that it was approximately \$20,000, and covered all of the equipment purchased.

Trustee Drew asked what formats are being created. Assistant Director Della Santina said that all formats are digital, and can be stored on a hard drive, phone, home computer, or any digital device, as the digital formats are universal. Director Duran added that print versions can be created.

Trustee Amir asked whether there would be additional grants for maintenance. Assistant Director Della Santina said that the Lab was designed for low maintenance, and some of the equipment was purchased refurbished. There are currently no additional grants, but there will be the need to maintain and replace equipment. This is one of the reasons for setting up two stations.

Director Duran will be meeting with the Landmarks Society next week regarding archiving and sharing of stories.

## **9. Consideration of conducting a compensation and benefits study**

Director Duran asked the Agency to consider a formal compensation and benefits study. The Library has not previously conducted a study other than reviewing local salary scales.

Director Duran has reviewed and edited all job descriptions so that they are in alignment in local libraries by class, so this does not need to be a part of the study.

The Town of Tiburon engages in this type of study every few years.

Director Duran indicates Costs are estimated to be around \$18,000.

Trustee Amir asked whether the timing of this study would be of value given the already ongoing Strategic Plan study. Is such a study needed at this time? Would cost-sharing of this study with another Library be possible? Director Duran said that having the study now would provide immediate information for the Fiscal Year 2024 budget. Regarding the timing of the study, several Staff retirements are anticipated in the near future, and planning for succession issues is important. The changing demographics of the Library Staff means that compensation needs are likely different. As for Partnering with other agencies, the Library Agency is a unique JPA, with no unions and all at-will employment. This is not the case at any other Libraries in the county.

Trustee Drew asked whether geographical differences in cost of living would be evaluated. Director Duran affirmed that this would be done with other cost-comparable areas.

Trustee Weil asked if the Agency could provide input on the areas selected for comparison. Director Duran said that the consultants would make recommendations which the Agency could finalize. She added that comparisons would be made on a scale versus individual staff basis.

Trustee Drew asked how the study would be funded, given the strategic plan study already in process. Director Duran said that she anticipates cost savings in the Personnel budget for this fiscal year, which will keep the compensation and benefits study within the current budget.

Trustee Amir asked that Director Duran highlight any requests which would put the Library over Budget.

**MOTION TO conduct a compensation and benefits study made by Trustee Drew, seconded by Trustee Amir.**

**Roll Call Vote:**

**Ayes:** Chair Roxanne Richards, Vice Chair Anthony Hooker, Treasurer Jeff Slavitz, Niran Amir, Lawrence Drew, Emily Poplawski, Kenneth Weil

**Absent: None.**

**Noes: None.**

**All in Favor, Motion Passed.**

#### **10. Schedule of 2023-2024 meeting Dates**

The next Regular BTLA meeting is scheduled for October 16, 2023.

**Chair Richards adjourned the meeting at 7:30 pm.**

Respectfully Submitted,

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