

**AGENDA**  
**BELVEDERE TIBURON LIBRARY AGENCY**  
**Meeting of Monday, August 19, 2024 at 6:15pm**  
Belvedere Tiburon Library  
1501 Tiburon Blvd, Tiburon, California

**PUBLIC NOTICE**

This meeting will be held in person in the Library Founders Room.

**CALL TO ORDER AND ROLL CALL**

1. Election of Officers for fiscal Year 2025. **(Page 3-4)**

**PUBLIC COMMENT**

This is an opportunity for any citizen to briefly address the Board of Trustees on any matter that does not appear on this agenda. Upon being recognized by the Chair, please state your name, address, and limit your oral statement to no more than three minutes. Matters that appear to warrant a lengthier presentation or Board consideration may be placed on the agenda for further discussion at a later meeting.

**STAFF BOARD AND COMMITTEE REPORTS**

2. Chair's Report - Agency Chair (2 minutes)
3. Library Director's Report, - Crystal Duran, Library Director (10 minutes) **(Page 5-6)**
4. Belvedere Tiburon Library Foundation Report – Lucy Churton (5 minutes)
5. Preliminary Financial Statements and Quarterly Treasurer's Report June 30, 2024 - Kristin Johnson, Board Clerk (5 minutes) **(Page 7-14)**
6. Committee Reports (5 minutes)

**CONSENT CALENDAR**

The purpose of the Consent Calendar is to group items together which generally do not require discussion and which will probably be approved by one motion unless separate action is required on a particular item. Any member of the Agency may request removal of an item for discussion.

7. Approval of Agency Regular Meeting Minutes of June 17, 2024. **(Page 15-20)**
8. Approval of Agency Warrants for the Month of June and July, 2024 **(Page 21-22)**

**TRUSTEE CONSIDERATIONS**

9. Consideration of Conflict of Interest Policy **(Page 23-25)**
10. Consideration of establishing a standing Finance Committee
11. Consideration of establishing an ad-hoc Compensation Committee **(Page 26)**
12. Consideration of approving the l'Lee Hooker Memorial Garden **(Page 27-42)**
13. Consideration of updated BTLA Employee Handbook **(Page 43-97)**
14. Discussion of Library furnishings **(Page 98-99)**

**AGENDA CONTINUES ON PAGE 2**

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**COMMUNICATIONS & ANNOUNCEMENTS**

15. Schedule of 2024-2025 Meeting Dates (**Page 100**)

**NOTICE: WHERE TO VIEW AGENDA MATERIALS**

*Meeting minutes and other Agenda items are available at <https://www.beltiblibrary.org/about-us/board-meetings>. Please note that packet items may not yet be posted at this location exactly at the same time as Agenda posting.*

**NOTICE: AMERICANS WITH DISABILITIES ACT**

*The following accommodations will be provided, upon request, to persons with a disability: agendas and/or agenda packet materials in alternate formats; special assistance needed to attend or participate in this meeting. Please make your request at the office of the Administrative Assistant or by calling (415) 789-2660. Whenever possible, please make your request three days in advance.*