REGULAR Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
June 15, 2026

as approved on August 17, 2026

Roll Call, Present: Vice Chair Katherine Sutton, Treasurer Jeff Slavitz, Anthony Hooker Pamela Goldman, Kenneth Weil.

Members Absent: Chair Emily Poplawski, Roxanne Richards

Also Present: Crystal Duran, Brenda Bottum, Joey Della Santina, Kristin Johnson

CALL TO ORDER: Vice Chair Sutton called the meeting to order at 6:19pm

OPEN Forum:

Vice Chair Sutton opened the floor to comments or questions from the public.

Adrianna Costa of 39 Cove Road said that she feels she has been treated differently at the Library because she is not white. Incidents have occurred for her both in Circulation and the Maker Space, where she felt she was not being acknowledged while observing others being helped. She spoke with Director Duran about the incidents.

Vice Chair Sutton apologized to Ms. Costa on behalf of the Agency.

Vice Chair Sutton adjourned the meeting to closed session at 6:23pm

CLOSED SESSION

1. **PUBLIC COMMENT ON CLOSED SESSION**

   There was no public comment on the Closed Session.

2. **CLOSED SESSION – CONFERENCE WITH LABOR NEGOTIATOR: Agency-designated representative and Unrepresented employee: Library Director, (California Government Code Section 54957.6)**

3. **RETURN AND REPORT FROM CLOSED SESSION** The Agency returned from closed session at 6:47pm. Vice Chair Sutton reported that no action was taken.

PUBLIC HEARING

1. **PUBLIC HEARING FOR ASSEMBLY BILL 2561 (AB 2561) (Gov. Code § 3502.3.)** Director Duran explained that the purpose of AB 2561 is to make transparent the status of government agency job position vacancies and recruitment and retention efforts. If the vacancy rate is over 20%, agencies are

required to present mitigation efforts. The Agency does not have vacancies at this time, so is not required to present mitigation efforts. As required for all agencies, the Belvedere Tiburon Library Agency posted its vacancy status in the Marin IJ 10 days prior to the hearing. Agency not required to report.

Vice Chair Sutton opened the public hearing to public comment. There was none.

Vice Chair Sutton closed the public hearing asked the board for an action approving the findings of the hearing.

Motion to approve the findings of the Public Hearing made by Treasurer Slavitz, seconded by Trustee Weil.

Roll Call Vote:

Ayes: Vice Chair Katherine Sutton, Treasurer Jeff Slavitz, Pamela Goldman, Anthony Hooker, Kenneth Weil.

Absent: Chair Emily Poplawski, Roxanne Richards.

Noes: None

All Present in Favor. Motion Passed.

STAFF BOARD AND COMMITTEE REPORTS

1. **Chair's Report**
   Vice Chair Sutton reported that this is Treasurer Jeff Slavitz' last meeting, as he is terming off the Agency Board on June 30. It is also Clerk Kristin Johnson's last meeting, as she is retiring on July 31.

2. **Library Director's Report**
   Director Duran reported that, in the last month, 598 new Library Cards have been issued to local students in the Student Success Program. She expressed thanks to Librarians Adam Sasso, Joey Della Santina, Kristin Hall and Rebecca Jung for their help with materials, data preparation, and distribution. Library Staff reported that many kids with new cards visited the Library over the weekend. Staff will continue to support the Student Success program on an annual basis going forward, and estimate that their efforts will result in the issuance of about 100 cards each school year.

   Librarians Ivan Silva and Jennifer Bloom have been hosting activities at Cecelia Place, a Tiburon senior center. This activity fulfills the Strategic Plan goal of hosting activities outside the library. For the senior center, Librarians are creating a delivery model for those who are not able to visit the Library, and helping to create a more age-friendly community.

Staff and local agency panelists interviewed six candidates on Friday, June 12 for the Administrative Supervisor position. Three of those candidates will return on Thursday, June 18, for additional interviews. Director Duran hopes to fill the position soon.

A new Part-Time Librarian Anne Wilson-Siembieda, has joined the Library Staff. Anne comes to the Library with College of Marin Library experience.

A Library Staff training in Customer Service is scheduled for July 10th. Library Staff intends to continually and consistently provide high-quality service to the community. Staff training will be held monthly going forward. On August 14th, Staff will review the Strategic Plan, the Financial Budget, and receive training in Team Development and Interdepartmental Collaboration.

The Trustee Development ad-hoc Committee has prepared a Trustee Onboarding Guide, which will be presented at a later date. Trustees on this Committee are Vice Chair Sutton, Trustee Weil, and Trustee Richards.

Children's Library Staff recently executed an informal survey to glean feedback from patrons on how to best continue enhancing the Children's space. Sixty responses were received. Patrons consistently favored more opportunities for play in the space. The survey information will inform staff going forward and support a "learning through play" atmosphere and the Strategic Plan goal of being more responsive to childcare providers. Bilingual Children's Librarian Nereida Bravo has helped more Spanish-speaking care providers to participate in the survey.

The annual update of the Library's Employee Handbook will be added to the August Agency Regular Meeting Agenda.

Much positive feedback was received after the Joint Agency-Foundation. Library Staff provided much appreciated in-depth overviews of the Library's various departmental operations. The information provided was enlightening and inspiring for Agency and Foundation members. Director Duran plans for 2 joint meetings annually, one for an overview of Library operations and one for collaborative planning.

3. Belvedere Tiburon Library Foundation Report

Foundation Director Brenda Bottum reported that Michelyn Good, Director of Operations for the Foundation, will be leaving her position in mid-August. Foundation leaders are looking for a candidate to fill a new position for 16 hours per week.

The Gallery's Meaning of Home exhibit will be showing through July 9th. Three pieces have been sold from this show.   The next Art Committee scheduled show, Mark Making will begin on September 17th.

Corner Books is doing well, with sales up 10% from last year. Foundation leaders are planning to recruit more volunteers to increase hours for the coming year.

The Shade Structure has been fully installed on the Children's Patio. Plants and furniture will be added to the Patio this summer. The local firm Hadley General Contractors, Inc., underwrote part of the work.   A ceremony to inaugurate the Patio will be planned for late summer.

4. Financial Statements, May, 2026

Clerk Johnson reported that, with 92% of the Budget year passed, Revenues are at 97% of budget, on par with expectations and prior year experience. Tax Revenues are at 97% (as of June 15) of Budget, as expected.

Total Expenditures are at 89% of Budget, on par.

Salaries are at 85% of Budget, Benefits at 89% of Budget (due to CalPERS UAL payment early in the year), and overall Personnel Costs are at 85% of Budget.

Circulation Materials are at 85%, Technology at 90%, and Program Services at 115% of Budget due to successful expansion of Adult and Children's Programs this year.

Building costs are at 90% of Budget, due to up-front Property and Liability Insurance payment in July each year, and to needed Maintenance in HVAC and plumbing, and to increasing Electricity and Gas costs.

Administration is at 177% of Budget, due to Legal Costs and to a new Accounting Cloud Software Subscription. Overall, due to savings in other Departments, Total Expenditures are on par with Budget.

Cash is at $3.24 million, or 90% of annual Operating Budget, with Operating Reserve at $2.56 million, or 71% of annual Operating Budget.

5. Committee Reports

There were no Committee Reports.

CONSENT CALENDAR

6/7. Motion to approve the Minutes of May18, 2026 and the Warrants for the Month of May, 2026, made by Trustee Hooker, seconded by Treasurer Slavitz

Ayes: All in favor.

Absent: Chair Emily Poplawski, Roxanne Richards

Noes: None

All in Favor. Motion Passed.

TRUSTEE CONSIDERATIONS:

8. Consideration and Approval of Updated Accounting Policy and Procedures

A chart of accounts should be included for final publication of the Accounting Policy.

Trustee Weil asked for a report indicating Positions and Step levels for each Library Staff.

Trustees agreed that Page 8-10, paragraph 10 should align with the Library Procurement Policy, and state that "The Belvedere-Tiburon Library updates its engagement every 3 years with an audit firm which will perform an independent audit."

Motion to approve the Accounting Policy with changes to Page 8-10 made by Trustee Hooker, seconded by Trustee Goldman.

Roll Call Vote:

Ayes: Vice Chair Katherine Sutton, Treasurer Jeff Slavitz, Pamela Goldman, Anthony Hooker, Kenneth Weil.

Absent: Chair Emily Poplawski, Roxanne Richards.

Noes: None

All Present in Favor. Motion Passed.

9.   Consideration and Approval of FY25-26 Reauthorization of Vacation Buy-Back Program

Director Duran said that Policy regarding Vacation Buy-Back had been established in June, 2023. Vacation Buy-Back offerings are approved on an annual basis, and have been approved the last 2 fiscal years. Staff have been surveyed for interest this year, indicating an interest level which would total about $14,000 in payouts. If all eligible employees participated, payout would be about $44,000. Previous payouts have been at or under $20,000. Director Duran said that the projected surplus for the current year would indicate favorability for offering the Vacation Buy-Back. Best practice supports an annual offering to offer employees a benefit while reducing a liability at current year pay-rate levels, before COLA for the new year comes into effect.

Motion to approve a FY25-26 Vacation Buyback offer at FY25-26 pay rates made by Treasurer Slavitz, seconded by Trustee Weil .

Roll Call Vote:

Ayes: Vice Chair Katherine Sutton, Treasurer Jeff Slavitz, Pamela Goldman, Anthony Hooker, Kenneth Weil.

Absent: Chair Emily Poplawski, Roxanne Richards.

Noes: None

All Present in Favor. Motion Passed.

10. Consideration and Approval of Agency Budget for FY26-27

Director Duran said that minor changes to the Budget have been made since the Agency review at the May Regular meeting:

Revenues of $3.9 Million and near-equal Expenditures have been budgeted for a bottom-line surplus of about $2,000.

Basic Tax Revenue has been budgeted with a 4.4% increase, and represents 94% of Library Revenue.

Interest Income has been increased based on projections of cash balances and interest rates.

Program grants have been increased by $2,000.

Account 7606 has been split into 2 categories: 7605: Digital Collection and 7606: Databases. This will allow better tracking and transparency for spending on eBooks and other electronic check-out resources.

Property and Liability Insurance has been updated for Property Replacement Value increases and requisite estimates from SDRMA.

The highest Budget increase is for Library Programs, a 30% increase.

Accomplishments for the past fiscal year are delineated on Packet Page 10-3.

Strategic Plan goals & progress have been delineated in the packet report, Pages 10-7 through 10-11.

Director Duran will work with Librarian Ivan Silva (based on his work with Makerspace manuals) to create an online tool/data access center for the Agency to research minutes for policy content, past actions, etc.

Vice Chair Sutton asked for public comment on the Agency Budget. There was none.

Motion to approve the Agency Budget for FY26-27 made by Trustee Weil, seconded by Trustee Hooker.

Roll Call Vote:

Ayes: Vice Chair Katherine Sutton, Treasurer Jeff Slavitz, Pamela Goldman, Anthony Hooker, Kenneth Weil.

Absent: Chair Emily Poplawski, Roxanne Richards.

Noes: None

All Present in Favor. Motion Passed.

11. Consideration and Approval of Use of Reserve Funds to Purchase Tables

Assistant Director Joey Della Santina said that the table purchase would be part of Project Refresh, an effort to update the post-expansion building, with user friendly and aesthetically pleasing updates based on community feedback. As part of the project, Library Staff would like to replace the old wooden tables in the Nave. Eight tables would be purchased, and would include updated power and USB access and wire management features. Electrical boxes will also need to be moved in the Nave.

Director Duran said that the Finance Committee had discussed spending $106,000 on capital improvements. The tables will cost about $30,000.

Vice Chair Sutton asked for Public Comment on the Table purchase. There was none.

Motion to approve the Use of Reserve Funds to Purchase Tables made by Treasurer Slavitz, seconded by Trustee Goldman.

Roll Call Vote:

Ayes: Vice Chair Katherine Sutton, Treasurer Jeff Slavitz, Pamela Goldman, Anthony Hooker, Kenneth Weil.

Absent: Chair Emily Poplawski, Roxanne Richards.

Noes: None

All Present in Favor. Motion Passed.

12. Consideration and Approval of Transition to Action Minutes Beginning FY26-27

Director Duran said that the current Library practice is to offer detailed minutes. This is not required by law, neither the Brown Act or the Public Records Act requires it. Current best practices lean toward action only minutes. Using action only minutes would align with the recent Agency Resolution to utilize video or hybrid format. Meetings will be video recorded and made available on the Library's website in compliance with the Records Retention Schedule. Written minutes would include only motions, votes, and actions, with no context. This would save staff time in producing minutes for approval, and is current Standard Practice.

The only drawback to action only minutes would be the need for previously absent trustees to review the meeting video and read the meeting packet.

Trustee Weil said that the minutes should support Board to do their job with more information. He was concerned about how Board members would be able to access past meeting detail. Director Duran said that Trustees could watch the recording and do an AI query.

Trustees agreed that technology and methods for recording should be fully in place before moving to action only minutes.

Vice Chair Sutton asked for public comment on the Action Only Minutes. There was none.

Motion postponed until technology to support action only minutes is in place.

No action taken.

13. Election of Officers and Committee Appointments for FY26-27

Trustees nominated the following for Agency office:

Chair: Katherine Sutton

Vice Chair: Roxanne Richards

Treasurer: Pamela Goldman

Motion to approve the election of Katherine Sutton as Agency Chair, Roxanne Richards as Agency Vice Chair, and Pamela Goldman as Agency Treasurer made by Treasurer Slavitz, seconded by Trustee Hooker.

Roll Call Vote:

Ayes: Vice Chair Katherine Sutton, Treasurer Jeff Slavitz, Pamela Goldman, Anthony Hooker, Kenneth Weil.

Absent: Chair Emily Poplawski, Roxanne Richards.

Noes: None

All Present in Favor. Motion Passed.

Trustees nominated the following for standing Finance Committee:

Treasurer Pamela Goldman

Chair Katherine Sutton

Motion to approve the appointment of Agency Chair Katherine Sutton Agency Treasurer Pamela Goldman to the Standing Finance Committee made by Chair Sutton, seconded by Trustee Weil.

Roll Call Vote:

Ayes: Vice Chair Katherine Sutton, Treasurer Jeff Slavitz, Pamela Goldman, Anthony Hooker, Kenneth Weil.

Absent: Chair Emily Poplawski, Roxanne Richards.

Noes: None

All Present in Favor. Motion Passed.

Nominations for additional Finance Committee members will be considered at a subsequent meeting.

Trustees nominated the following for the Ad Hoc Strategic Planning Committee:

Chair Katherine Sutton

Trustee Roxanne Richards

Trustee Anthony Hooker

Motion to approve the appointment of Agency Chair Katherine Sutton Agency Vice Chair Roxanne Richards and Agency Trustee Anthony Hooker to the Ad Hoc Strategic Planning Committee made by Trustee Hooker, seconded by Chair Sutton.

Roll Call Vote:

Ayes: Vice Chair Katherine Sutton, Treasurer Jeff Slavitz, Pamela Goldman, Anthony Hooker, Kenneth Weil.

Absent: Chair Emily Poplawski, Roxanne Richards.

Noes: None

All Present in Favor. Motion Passed.

14. Consideration and Approval of an Employment Agreement with Director Crystal Duran

Chair Sutton stated that Trustees are mot ready to discuss this item.

Chair Sutton called for Public Comment on the Employment Agreement. There was none.

Motion to postpone consideration of Approval of an Employment Agreement with Director Crystal Duran made by Treasurer Slavitz, seconded by Trustee Hooker.

Roll Call Vote:

Ayes: Vice Chair Katherine Sutton, Treasurer Jeff Slavitz, Pamela Goldman, Anthony Hooker, Kenneth Weil.

Absent: Chair Emily Poplawski, Roxanne Richards.

Noes: None

All Present in Favor. Motion Passed.

15. Consideration of Approval of Resolution No. 313-2026 Honoring Trustee Jeff Slavitz

Motion to Approve Resolution No. 313-2026 Honoring Trustee Jeff Slavitz made by Trustee Hooker, seconded by Treasurer Goldman.

Roll Call Vote:

Ayes: Vice Chair Katherine Sutton, Treasurer Jeff Slavitz, Pamela Goldman, Anthony Hooker, Kenneth Weil.

Absent: Chair Emily Poplawski, Roxanne Richards.

Noes: None

All Present in Favor. Motion Passed.

16. Meeting Dates

The Next Regular meeting is scheduled for August 17, 2026.

Vice Chair Sutton adjourned the meeting at 8:30 pm

Respectfully Submitted,

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