

**Regular meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
October 21, 2019
As Approved on December 16, 2019**

Roll Call, Present: Chair William Smith, Vice Chair Niran Amir, Treasurer Jeff Slavitz, Thomas Cromwell, Jeff Foran, Ken Weil

Members Absent: None

Also Present: Deborah Mazzolini, Kristin Johnson, Deirdre McCrohan

CALL TO ORDER: Chair Smith called the meeting to order at, 6:16 pm.

OPEN Forum

There were no comments or questions from the public.

1. Chair's Report

Chair Smith noted that an additional Belvedere Trustee is needed to fill the Agency vacancy. Director Mazzolini said that there had been no applicants, but a notice will be posted by the City of Belvedere.

Library Expansion Report

Chair Smith reported that Christopher Ford, the architect from BRW is working with the Town of Tiburon and Alten Construction to finalize the construction plan. He lauded Alten Construction for their local presence and expressed his trust in their performance given the high visibility of this project locally.

The Architects and Town staff will meet at the Library on Thursday, October 24th for pre-construction planning and clarification of the Town's goals for groundbreaking. The permit to begin is expected to be finalized tomorrow. This will open the door for the construction fencing to be put in place within the next 2-to-3 days. The fences will have a street opening for truck staging and handicapped access. Trucks and equipment will be stored within the fenced zone.

A parking contract with ACV Argo is under review with the Library's counsel. Parking will be open with 3 hours free for patrons, while Library and Town Staff will have paid all day parking permits. The Library will pay an annual fee for use of the parking lot which is East of the Town Hall.

There will be formal signage directing patrons to the leased lot. There will also be limited time parking available on Mar West Street.

The front page photo of the current Library Newsletter features Alten Construction Executives along with Director Mazzolini and Project Manager Glenn Isaacson. The newsletter is mailed to approximately 6,000 households in the area. This issue was largely produced by Reference Librarian Joey Della Santina.

Chair Smith expressed excitement about the expansion of this wonderful learning center.

2. Library Director's Report

Director Mazzolini reported that she is working with the Architects and with the Town of Tiburon in procuring the final permit for construction to begin, and in securing the parking lot east of the Town hall for use during construction. The Town has negotiated a contract with the owners of the parking lot, which is now under review by the Agency's Counsel. The final permit for construction is expected to be complete tomorrow. During construction, there will be fencing around the current parking lot and park. The fences and a sound wall will block the East exits from the library, so an additional emergency exit will be created for the construction period.

Otherwise, the Library is functioning normally, with the usual plethora of programs and learning activities.

Director Mazzolini suggested scheduling a Library staff report on activities at an upcoming Agency meeting. The staff has been fully updated on the Expansion schedule and activities.

Belvedere Tiburon Library Foundation Report

Chair Smith reported that Rachel Ong was elected President of the Foundation. Director Mazzolini noted that the upcoming Petrocelli Luncheon is sold out, that Foundation committees are busy planning a Popup event, and that the Foundation's Capital Campaign Committee is still actively working to raise funds for the Expansion.

3. Financial Statements

Clerk Johnson reported that, with 25% of the year passed, no significant revenues have been received. This is expected, as large tax payments will not arrive until late December. Expense-wise, most categories are on par for the year, with higher levels of expense incurred due to MARINet, magazine and digital resource subscription, and property insurance payments, which are made in full at the beginning of the fiscal year. Total operating expenses are at 28% of budget. The annual audit has been substantially completed without exceptions, and the report will probably be presented at the November Agency meeting.

4. Committee Reports

Director Mazzolini reported that the Art Committee is cautiously approaching the scheduling of shows during the expansion. Tuesday night programs have been generally booked through the next 6 months.

Chair Smith suggested that it might be wise to investigate the Agency's ability to reserve space at the Tiburon Town Hall for meetings during the expansion.

CONSENT CALENDAR

7/8. Approval of minutes of September 16 and September 25, 2019 and warrants dated September 2019

A correction to the September 16th minutes had been brought to the attention of Director Mazzolini by Trustee Weil. The minutes should be corrected on Page 7-3 under Return from closed session to note that the Director's fiscal year 2020 contract was approved with a 3% increase in accordance with the approved budget. **Motion to approve correction made by Trustee Foran, seconded by Treasurer Slavitz, all in favor.**

It was also noted by Trustee Weil that in the September 25th minutes on Page 7-6 the next meeting date should be Monday, not Wednesday. **Motion to approve correction made by Treasurer Slavitz, seconded by Trustee Cromwell, all in favor.**

Trustee Weil asked whether the escorting of attendees to Spanish story time to the parking lot by staff would be incorporated into the Library's Public Service Policy. Director Mazzolini and Trustee Weil will meet to discuss this issue.

Trustee Cromwell asked whether there had been any recurrences of harassment of the story time. Director Mazzolini said there had been no more incidents, and that Librarian Jacki Dunn had written an excellent letter regarding the Library's "all patrons welcome" position which was published in a recent issue of the Ark Newspaper.

Chair Smith asked if there were any questions on the Library Warrants for September. There were none.

Motion to approve the minutes of September 16 and September 25, 2019 and warrants dated September 2019 made by Treasurer Slavitz, seconded by Trustee Cromwell, all in favor, approved.

Trustee Considerations:

9. Resolution No. 255-2019:

Trustee Weil asked about the ATM capacity mentioned in the resolution. Clerk Johnson and Director Mazzolini said that that function was mentioned by default in the agreement, but they had requested that no ATM cards be issued to the Agency. An ATM capacity is not activated with the Agency's Mechanics Bank accounts.

Motion to adopt Resolution No. 255-2019 Authorizing Specific People to Sign and Act for the Agency with Mechanics Bank made by Trustee Cromwell, seconded by Trustee Foran, all in favor, passed.

COMMUNICATIONS & ANNOUNCEMENTS

10. Monthly Calendar

11. Schedule of 2019/2020 Meeting Dates

The next Agency Meeting will be held on Monday, November 18th.

The meeting was adjourned by Chair Smith at 6:50 pm

Respectfully Submitted,

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