

Regular meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
June 15, 2020
As approved on August 3, 2020

Roll Call, Present: Chair William Smith, Treasurer Jeff Slavitz, Thomas Cromwell, Maureen Johnson, Ken Weil

Members Absent: Vice Chair Niran Amir

Also Present: Glenn Isaacson, Deborah Mazzolini, Joey Della Santina, Rachael Ong, Nancy Kemnitzer, Bonnie Spiesberger, Deirdre McCrohan

CALL TO ORDER: **Chair Smith called the meeting to order at 6:20 pm and opened the floor to comments from the public for any concerns not on the agenda.**

OPEN Forum: There were no comments from the public.

1. Chair's Report

Chair Smith congratulated Director Mazzolini and the Library Staff for providing patrons with book checkout and return service during COVID restrictions.

2. Library Director's Report

Director Mazzolini prepared the report on pages 2-1 and 2-2 for Judy Webb of the Acacia Foundation, regarding a grant application.

She commended Joey Della Santina, Head of Reference for the Library, for playing a large part in setting up Library for opening.

Librarian Della Santina reported that the Library Staff opened curbside service for pickups, returns, questions, on June 3rd. The Staff has been very busy, with 800 holds filled, 1200 items checked in, and over 600 items checked out in the first 8 days of opening for curbside service. Patrons are also using digital resources in great numbers: the Hoopla online movie service usage has increased by 300% and the online movie Kanopy service by 250%. All online services have been promoted on the Library's website and by the Staff, and have been actively used by patrons. Overdrive online eBooks and eAudio have doubled in usage.

Director Mazzolini reported that the Children's Department has provided 24 online events, including story times for toddlers and preschool Spanish and French. These events have garnered much praise from parents. Online book reviews for children have also been provided. Reference Librarian Ivan Silva and Reference Staff are offering tutorials for patrons using the Library's digital resources. The Library Staff have been actively working both in the Library and at home.

Trustee Weil expressed appreciation for the positive update. He asked what the timeline for the Library's indoor opening might be. Directory Mazzolini said that the timing was, as yet,

unknown. However, the Library has purchased plastic barriers for installation at the service desks and on patron tables so that the facility will be ready to open under the County Health guidelines.

3. Library Expansion Report

Project Manager Glenn Isaacson reported that the construction project is moving forward with good momentum. The exterior walls are going up and plumbing ,electrical and data conduits have been installed under the slab in the basement crawl space. Site work is about to begin on the new parking lot. The project budget is stable at \$17,000,000, and projected completion of the project remains at summer of 2021.

4. Foundation Report

Foundation President Rachael Ong expressed gratitude to Director Mazzolini and the Library Staff for their implementation of social distancing protocols, which enables Foundation Staff to work in the Library building. Foundation members and staff are finding meaningful ways to fundraise and new ways to deliver events. These include numerous emails, phone calls, and letters announcing updates, plus information on the Foundation's website. A new banner will be displayed at Blackie's Pasture next week. The Capital Campaign Cabinet will begin meeting again in July. The Foundation will be creating online events to showcase giving opportunities.

5. Agency Financial Statements, May 2020

With 92% of the year passed, 93% of Operating Revenues are in. Operating expenditures are at 88% of budget. Year-end projections estimate revenues slightly over budget and expenditures under budget.

6. Committee Reports

Director Mazzolini reported that the Program Committee is planning a Zoom Tea with Dr. Ira Mendlowitz on piano. Several 10-to-15 minute yet-to-be-scheduled online programs are under discussion for the Website.

CONSENT CALENDAR

7/8. Motion to approve the Minutes of April 20, 2020, and the Warrants dated April and May, 2020, made by Trustee Slavitz, seconded by Trustee Johnson, all present in favor, passed.

TRUSTEE CONSIDERATIONS:

9. Consideration of the Placement of Donor Recognition items on the Library Property in the Approximate Locations, Forms, and Dimensions as Illustrated.

Director Mazzolini explained that the placement of donor items was represented on the Library's new floor plan on page 9-1. Numbers with red circles indicate availability for naming opportunities. Numbers with no circle have already been named by donors. There are only two remaining opportunities available in the Nave. The Teen Room is available. The layout put together by Project Manager Isaacson illustrates that many wonderful donors

have already stepped in, yet many naming opportunities remain. When these open opportunities are properly described to donors, it is likely that they will be rapidly filled.

Donor recognition methods are listed by financial category. Donations over \$50,000 will be recognized with specialized plaques, those over \$10,000 up to \$49,999 will be recognized on a donor board of plaques, those between \$2,000 and \$9,999 will be recognized on an outdoor donor wall, and donations below \$2,000 will be recognized in writing

Project Manager Isaacson pointed out that, as illustrated in the upper left corner of Page 9-2, plaques will include 3 dimensional lettering; when a donor has named a room, the naming would be placed over the entrance in raised lettering.

Trustee Weil suggested adding an all-inclusive outdoor donor wall which recognizes the many citizens of Belvedere and Tiburon who have contributed to the Library over its lifetime. Chair Smith and Director Mazzolini agreed.

Director Mazzolini said that it was heartwarming to see how many people have already donated, and added that the donors are the essential foundation of the Library.

Motion to approve the Placement of Donor Recognition Items on the Library Property in the Approximate Locations, Forms, and Dimensions as Illustrated made by Trustee Johnson , Seconded by Treasurer Slavitz. Roll Call Vote, Ayes: Trustee Cromwell, Trustee Johnson, Treasurer Slavitz, Trustee Weil, Chair Smith, Passed. Noes: None. Absent: Vice Chair Amir.

10. Consideration of RESOLUTION 256-2020 Repealing Resolution No. 252-2019 and Adopting a Revised 2019/2020 Gann Appropriations Limit for the Belvedere Tiburon Library Agency.

Clerk Johnson explained that the Agency's auditors, Maze and Associates, after a second review of the Fiscal Year 2020 Gann limit calculations which were previously approved, discovered a small error in the choice of 2 population factors, rather than the one factor required, which resulted in a very small error in both the Agency and CFD Gann Limit amounts. The change did not affect the Library's spending budget, as the budgeted expenditures still fell well below the newly calculated limits.

Motion to approve Resolution 256-2020 Repealing Resolution No. 252-2019 and Adopting a Revised 2019/2020 Gann Appropriations Limit for the Belvedere Tiburon Library Agency made by Treasurer Slavitz, Seconded by Trustee Johnson. Roll Call Vote, Ayes: Trustee Cromwell, Trustee Johnson, Treasurer Slavitz, Trustee Weil, Chair Smith, Passed. Noes: None. Absent: Vice Chair Amir.

11. Consideration of RESOLUTION 257-2020 Repealing Resolution No. 252-2019 and Adopting a Revised 2019/2020 Gann Appropriations Limit for the Belvedere Tiburon Library Agency Community Facilities District #1995-1.

Motion to approve Resolution 257-2020 Repealing Resolution No. 252-2019 and Adopting a Revised 2019/2020 Gann Appropriations Limit for the Belvedere Tiburon Library Agency Community Facilities District #1995-1 with a correction in paragraph 4 for a typographical transposition, the correct limit being \$927,253, made by Trustee

Cromwell , Seconded by Trustee Johnson. Roll Call Vote, Ayes: Trustee Cromwell, Trustee Johnson, Treasurer Slavitz, Trustee Weil, Chair Smith, Passed. Noes: None. Absent: Vice Chair Amir.

12. Consideration of Approval of the Agency Budget for Fiscal Year 2020/2021

Director Mazzolini said that the Tax Projections by the County for both Tiburon and Belvedere indicated an increase in Basic Taxes of between 4 and 5 percent over the prior year. The Library Budget includes a projected increase of 4% over the prior year actual. This equates to a 5.1% increase over the prior year budget, as taxes were projected to exceed budgeted amounts in fiscal year 2020.

Parcel taxes are approximately the same each year.

Trustee Cromwell asked about the ERAF budget line item in light of the Marin IJ article about ERAF today. Director explained that ERAF has always be unpredictable, but that the County officials had predicted that it would be stable for the coming year.

Foundation Grants have been budgeted at a lower than historical amount due to emphasis on Expansion Fundraising.

Salaries and Wages have been budgeted with individual staff step increases of 4.5%, and for those staff whose years of service have taken them the steps for their position, individual 3% cost of living increases. About half of the staff are currently in the step system. Retirement costs are based on CalPERS mandates, and Health costs are budgeted with a 5% estimated increase. There is also increased employee participation in the Health benefits plan. Because of savings due to staff retirements and re-allocation of duties, the entire Personnel category is budgeted at a 2% increase.

In the Books, Services, and Supplies area, budget amounts by line item have been kept equal to the prior year amounts. Although digital resource use is increasing over print materials, it is expected that the overall category will only increase by the MariNET amount. Extra expenditures were made in fiscal year 2020 to upgrade some of the online services, such as Kanopy movies, in response to the COVID stay at home order. The Kanopy and Hoopla movie services are paid on a per item basis as patrons use the service. Most eBook and eaudio resources are paid through the MariNET billing, but Reference Head Della Santina also purchases eBooks and eaudio based on patron requests for items that are not already in the system. These purchases are available to Belvedere and Tiburon residents preferentially before residents of the rest of the County.

Technology and Services and Supplies are budgeted close to prior year amounts.

Building expenses are expected to increase 7% due to insurance costs, as the Library is procuring independent insurance after having been previously insured under the Town of Tiburon.

Administration costs are expected to increase by 11% mainly due to Audit and Actuarial costs related to pension and other post-employment benefits reporting requirements.

Motion to approve the Agency Budget for Fiscal Year 2020/2021 made by Treasurer Slavitz, Seconded by Trustee Weil. Roll Call Vote, Ayes: Trustee Cromwell, Trustee Johnson, Treasurer Slavitz, Trustee Weil, Chair Smith, Passed. Noes: None. Absent: Vice Chair Amir.

COMMUNICATIONS & ANNOUNCEMENTS

13. Schedule of 2020 Meeting Dates

The next meeting is scheduled for Monday, July 20, 2020.

Director Mazzolini mentioned that a Tiburon position is still open on the Agency Board.

Chair Smith adjourned the meeting at 7:42 pm

Respectfully Submitted,

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