

**Special meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
August 3, 2020
As approved on September 21, 2020**

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

Members Absent: None

Also Present: Glenn Isaacson, Deborah Mazzolini, Rachael Ong, Nancy Kemnitzer, Peter Spoerl, Deirdre McCrohan, Kristin Johnson

CALL TO ORDER: Chair Smith called the meeting to order at 6:20 pm

1. Chair's Report

Chair Smith said that tours of the new Library construction have begun, and that he was impressed with the volume of the new Children's, Corner Books, Meeting, and Technology areas.

Tonight's agenda includes Election of Officers, an Agency Bylaw update, and Resolutions regarding the Gann Limit and Insurance Reserve Funding.

Two Tiburon residents have applied for the open Agency position.

2. Election of Officers for Fiscal Year 2021.

Chair Smith called for nominations for Agency Chair. **Motion to nominate Trustee Smith made by Trustee Amir and seconded by Trustee Johnson. There were no other nominations. Roll call vote: Ayes by Trustees Amir, Johnson, Cromwell, Slavitz, Weil, and Smith, all in favor, no Noes. Chair Smith elected for a second term as Chair.**

Chair Smith called for nominations for Agency Vice Chair. **Motion to nominate Trustee Amir made by Trustee Johnson and seconded by Trustee Cromwell. There were no other nominations. Roll call vote: Ayes by Trustees Amir, Johnson, Cromwell, Slavitz, Weil, and Smith, all in favor, no Noes. Vice Chair Amir elected for a second term as Vice Chair.**

Chair Smith called for nominations for Agency Treasurer. **Motion to nominate Trustee Slavitz made by Trustee Weil and seconded by Trustee Johnson. There were no other nominations. Roll call vote: Ayes by Trustees Amir, Johnson, Cromwell, Slavitz, Weil, and Smith, all in favor, no Noes. Treasurer Slavitz elected for a second term as Treasurer.**

OPEN Forum:

Chair Smith opened the floor for discussion or questions about any item not on the agenda. There were no comments or questions.

3. Library Director's Report

Director Mazzolini reported that the Library Staff are very active with curbside service. COVID procedures are in effect. Returned books are quarantined for 4 days. Hundreds of books are returned and 400 to 500 books are picked up daily by patrons. The curbside hours remain 10am to 2pm on Monday, Wednesday, Thursday, and Friday, and 2pm to 7pm on Tuesday. The Staff have resumed book ordering at a normal pace. Library patrons have been very pleased to have access to newer bestsellers. The Library website is regularly updated with new books, numerous children's story hours, teen online book talks, teen summer reading program and a possible teen poetry jam. Reference staff continue to support patrons with research and technology issues. The Library Staff and patrons feel very connected through this support and through the online programs. More adult programs such as art talks are in the works under the Zoom format.

Trustee Amir reported that she, Director Mazzolini, and Expansion Project Manager Glenn Isaacson appeared before the Reed Union School District's Board at a June meeting. The trio reported on the Library's COVID protocols and curbside service, online programs and newsletters, and the status of the Expansion. The Board members were receptive and reiterated their appreciation of maintaining a strong partnership between the Library and the District schools. Trustee Cromwell suggested that the School Board members be given a tour of the Library construction site. Trustee Amir added that September or October would be a good time for this, after classes are organized for the coming school year.

4. Expansion Update

Project Manager Glenn Isaacson reported that the framing of the new building area is approximately 90% completed. The construction team is now ready to join the new building to the old at roof level, having recently joined the two at floor level. This joining is a Project milestone, after which all electrical and data lines can be run by subcontractors. This activity won't be as visibly dramatic as the framing, but it is vitally important. The team will also now begin to apply finishes to the new building exterior.

The Project is on track within the \$17,000,000 budget and on schedule for a grand opening next summer.

Trustee Cromwell asked what might cause any budget pressures. Mr. Isaacson said that any late delivery of key elements, i.e., supply chain issues could cause budget changes. The most sensitive items would be the custom made windows and doors. So far, all supplies have arrived in good keeping with the construction schedule.

Other budget issues could arise related to earthwork behind the Library when the grading for parking lot is started. The team is still exploring options to balance the site, i.e., to move as little soil as possible onto and off of the site.

Trustee Weil asked what percentage of the Project's Contingency Budget has been used. Mr. Isaacson said that the Contingency is currently larger (at \$800,000) than the original amount authorized (\$600,000). The growth in Contingency is due to savings on roof shingles as discussed at previous Agency meeting. There will continue to be both savings and cost increases as the project continues.

5. Foundation Report

Foundation President Rachael Ong reported that the Foundation team is collaborating with Mr. Isaacson for construction site tours to reinvigorate the Capital Campaign. The Foundation has also recently sent out e-blasts and a newsletter to re-engage with the general public, with good response. A visual thermometer illustration is in the works to publicly illustrate progress and funds needed. Active solicitations with capable donors are underway. The season's first digital fundraising event, the annual Petrocelli Luncheon, will be held online in November.

6. Agency Financial Statements and Quarterly Treasurer's Report

Clerk Johnson reported that the preliminary June numbers show income over budget by approximately \$13,000 and expenses under budget by approximately \$92,000. Despite the Covid closure and the foundation's shift of funds to the expansion, the Library remains in good shape with a projected bottom line of about \$240,000. Operating Cash Reserves at year-end are about \$3,100,000.

7. Committee Reports

Director Mazzolini said that ideas are in the works for online art shows, online monthly art docent presentations, and other online programs. The Program and Art Committees are very actively generating ideas and planning for the Library opening and for the hanging of art in the new sky lit gallery!

CONSENT CALENDAR

8/9. Motion to approve the Minutes of June 15 and June 29, 2020, and the Warrants dated June, 2020, made by Treasurer Slavitz, seconded by Trustee Cromwell, all present in favor, passed.

TRUSTEE CONSIDERATIONS:

- 10. Motion to adopt Resolution No. 260-2020 Adopting the 2020/2021 Gann Appropriations Limit for the Belvedere Tiburon Library Agency made by Trustee Johnson, seconded by Treasurer Slavitz. Roll call Vote: Ayes by Trustees, Weil, Slavitz, Cromwell, Amir, Johnson, and Smith. Noes: none. Motion passed.**
- 11. Motion to adopt Resolution No. 261-2020 Adopting the 2020/2021 Gann Appropriations Limit for the Belvedere Tiburon Library Agency Community Facilities District #1995-1 made by Trustee Johnson, seconded by Trustee Cromwell. Roll call vote: Ayes by Trustees Amir, Johnson, Cromwell, Slavitz, Weil, Smith. Noes: none. Motion passed.**

12. Consideration of Adoption of Resolution No. 262-2020

Trustee Cromwell said that, given the Library is in a flood plain, increasing the insurance reserve to cover a \$250,000 deductible is a good idea. Director Mazzolini added that the deductible had been discussed at the previous meeting when the new insurance was approved.

Motion to adopt Resolution No. 262-2020 Expending and Funding Reserves made by Trustee Weil, seconded by Trustee Amir. Roll call vote: Ayes by Trustees Weil, Slavitz, Cromwell, Johnson, Amir, Smith. Noes: none. Motion passed.

13. Consideration of Adoption of Resolution No. 263-2020

Deirdre McCrohan, Ark Reporter, asked whether the Agency or the Foundation was responsible for the loan. Director Mazzolini said that the loan funds will be borrowed and repaid by the Agency, while the Foundation is the guarantor of the loan. This resolution updates those authorized to borrow as Agency positions, rather than particular persons (the persons previously authorized are no longer on the Agency Board).

Motion to adopt Resolution No. 263-2020 Amending Resolution No. 237-2018 Authorizing Execution of Loan documents and Finalizing an Agreement to Borrow Funds from Mechanics Bank to Both Supplement the Ongoing Library Foundation Capital Building Campaign Efforts and to Accelerate Construction of the Library Expansion Project made by Trustee Slavitz, seconded by Trustee Weill. Roll call vote: Ayes by Trustees Cromwell, Slavitz, Weil, Amir, Johnson, and Smith. Noes: none. Motion passed.

14. Consideration of adopting updated Agency Bylaws.

Chair Smith said that he and Trustee Weil had developed some ideas about modernizing the Agency bylaws and discussed the proposed changes with Library legal counsel Peter Spoerl. The recommended changes are shown in the packet document and include identifying and specifying a parliamentarian who is appointed by the Library Director, and an emphasis on Trustee responsibility to vote, including a requirement for a specific reason to abstain from voting. Trustee Slavitz added that these changes bring the bylaws to current standards, having these practices stated rather than implied.

Motion to adopt the updated Agency Bylaws as presented made by Trustee Slavitz, seconded by Trustee Cromwell. Roll call vote: Ayes by Trustees Weil, Slavitz, Cromwell, Amir, Johnson, and Smith. Noes: none. Motion passed.

COMMUNICATIONS & ANNOUNCEMENTS

13. Schedule of 2020 Meeting Dates

The next meeting is scheduled for Monday, September 21, 2020.

Also, this coming Wednesday night, the Tiburon Town Council will appoint one of the two applicants for the Tiburon Agency Trustee vacancy.

Chair Smith adjourned the meeting at 7:13 pm

Respectfully Submitted,

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