

Special Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
March 22, 2021
As approved on April 19, 2021

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

Members Absent: None

Also Present: Deborah Mazzolini, Glenn Isaacson, Rachael Ong, Ann Aylwin, Roxanne Richards, Kristin Johnson, Deirdre McCrohan

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

OPEN Forum:

Chair Smith opened the floor to comments or questions from the public. There were none.

1. Chair's Report

Chair Smith reported that additional budget amounts for Solar Research and for the Library Donor Wall are on the Agenda for this evening. If budgets are approved, hopefully, the Agency will receive workable proposals for Solar solutions for presentation at future meetings.

2. Library Director's Report

Director Mazzolini announced that, once the Library Expansion is completed, it will be time for her to retire after 25 years of service. She fondly recalled the enthusiasm and warm welcome from local officials, Ed Sandiego and Chuck Auerbach, who were instrumental in hiring her.

Chair Smith said that Director Mazzolini had transformed the Library into a place not just for books, but into a community center where all ages come together every day. Many of the donors who contributed over the years, and for the current expansion, did so because of their appreciation for and faith in Director Mazzolini.

Director Mazzolini added that the Library is a family of community patrons, volunteers, and staff. She appreciated the adventure of creating the new Library in 1997, starting the shopping and consultation long-distance, and the adventure of moving to California with great support from the Bel-Tib officials and residents, one of whom loaned his house for her transition.

Trustees offered their congratulations to Director Mazzolini for a long career well done.

3. Expansion Update

Project Manager Glenn Isaacson reported that once the HVAC is completed the dry-walling of the ceiling can be done. This will be followed by the finishing aspects, including painting, lighting, and flooring. The main system for cooling the building has been installed on the Mar West side of the property. The next step will be completion of the upper plaza and front entry access, which will be critical in order for staff to be able to migrate to the new section of the building.

Some budget incursions into contingency have occurred due to the change in code on the installation of the HVAC equipment to a vaulted instead of a flat ceiling in the Corner Books area. Trustee Cromwell asked about what the HVAC overrun will be. Project Manager Isaacson estimated that HVAC costs will be \$110,000 to-\$120,000 over contract, but still contained within the original overall budget as a charge against contingency.

The overall budget still holds at \$17,000,000, with staff migration to the new area in May and completion of the project in the fall.

Director Mazzolini, Project Manager Isaacson, and Trustee Weil noted in a recent walk-through of the space the HVAC does take up quite a bit of space, and it is interesting to see the inner work before the ceilings and walls are completed. Chair Smith expressed gratitude to Project Manager Isaacson for how far the building has come and the excellent vision provided by the evolving shape of the building.

4. Foundation Report

President Ong reported that \$350,000 has been pledged by matching donors in the Hero Campaign, with 107 Hero donors to date, for a total of \$732,413. The Belvedere Community Foundation has committed \$25,000. There will be a recognition/thank you printed in the Ark Newspaper within 2 weeks.

Chair Smith asked how much was needed to complete the fundraising. President Ong estimated \$1,500,000, and expressed absolute confidence in the Foundation's ability to meet that goal.

The Library is scheduled to be on the City of Belvedere's May Agenda regarding the City's possible contribution to the Expansion completion.

5. Agency Financial Statements January 2021,

Clerk Johnson reported that, with 66% of the year passed, 56.8% of budgeted revenues have been received. This is a normal amount for this time of year, as 55% of taxes are received in December, and 45% in April. Expenses are slightly low, at 64% of budget due to COVID response. Normally, at this time of year, expenses are at 71%, ahead of par due to early payments of CalPERS Unfunded Accrued Liability payment, Insurance payments, and Digital Subscription payments, all made at the beginning of the fiscal year. Expenses above normal this year include a Website update, COVID supplies, tenting of the building for termites, and water usage due to construction. These expenditures have been more than balanced by lower-than-normal expenses in other areas. Trustee Cromwell asked about

sharing volume with The Town of Tiburon and the City of Belvedere to save on COVID supplies costs. Clerk Johnson reported that the Town and City are ordering fewer and different supplies than the Library, and that the cost of COVID supplies is a relatively small part of the Library's budget.

Trustee Weil asked about the budget presentation for fiscal year 2022 in light of changes related to both COVID and the new building. Director Mazzolini said that the budget is currently under development evaluation and that a draft will be presented to the Agency at the Regular May meeting. She added that the process for budget development and review is quite thorough and includes the input of the Treasurer, and that the budget has always been stable. The budget is normally approved by the Agency and the Regular June meeting.

Committee Reports

Director Mazzolini reported that she is working with members of the Art Committee to review Art Committee policies in general and with respect to the new Gallery. Brenda Bottom and Diane Green are the key leaders of the Art Committee, and are helping to develop a new committee format to work with high quality art in the new spaces, and are planning an exhibit for the Library Grand Opening, themed "Renewal." The exhibit will include artists who have been juried at the DeYoung Museum.

CONSENT CALENDAR

7/8. Motion to approve the Minutes of February 22, 2021, and the Warrants dated February, 2021, made by Trustee Johnson, seconded by Treasurer Slavitz.

Roll Call Vote: Ayes: Vice Chair Amir, Treasurer Slavitz, Trustee Cromwell, Trustee Weil, Trustee Johnson, Trustee Drew, Chair Smith.

Noes: None.

Motion Passed.

TRUSTEE CONSIDERATIONS:

9. Consideration of approval of additional \$50,000 Expansion Budget for Solar and Backup Power Research

Project Manager Isaacson said that an additional budget would be necessary in order to solicit suppliers of solar power and battery backup systems to research and present options for the Library. The research and review will require assistance from the Library's Architects, Electrical Engineer, and other Expansion Project professionals. Material previously presented by Architect Chris Ford has already incurred a cost of approximately \$15,000 in research and graphics preparation and presentation. That amount would be charged against the \$50,000 budget, leaving \$35,000 for the needed additional research.

Chair Smith asked for a detailed cost breakdown of the additional \$35,000, including what portion would be devoted to battery backup systems. Project Manager Isaacson said that most of the budget would cover the cost of solicitation of bids, development of a clear scope

for the submission of proposals, analysis of proposals, and preparing a presentation for the Agency. The same would apply to the battery backup systems. Since the Library is a public Agency, bids are required, and the budget requested is for the cost of analyzing and presenting the bids. Trustee Cromwell added that this would facilitate an apples-to-apples presentation for Agency Board review.

Trustee Johnson asked whether the research will include the option of putting solar panels on a parking carport. Project Manager Isaacson affirmed. Trustee Cromwell asked whether the format would allow a direct comparison of each proposal. Project Manager Isaacson affirmed.

Trustee Amir said that the cost of research seems high relative to the cost of some of the solar options, and asked whether there would be a way to create efficiencies by requiring the bidders to do some of the research. Project Manager Isaacson said that yes, the information gleaned from each proposal would be the bulk of the information presented. The intent is not to spend the full amount, but a budget is necessary.

Trustee Drew asked who would analyze the research data gleaned. Project Manager Isaacson said that the team mentioned previously would review and compile the data for presentation to the Agency, and the final analysis and approval would be done by the Agency.

Questions from Trustee Drew and Trustee Johnson about the structure of the process were clarified by Project Manager Isaacson: Bid packages will be created with clear requests for data, with allowance for bidders to present several plans in identical format to facilitate the Project Team's and Agency's subsequent analysis.

Trustee Amir asked for a timeline, and whether such timeline would allow for an installation of the alternative power system in the context of the building completion. Project Manager Isaacson estimated 3 months, and added that any installation would still be possible post-completion of the Library Expansion project. The only requirement for this possibility would be that conduits for the emergency power must be installed before the completion of construction.

Trustee Weil asked for a clear delineation of steps in the analysis, and what the source of funding would be for the additional budget.

Chair Smith said that the Agency has already agreed to explore solar options, which will require some cost. It is not yet known how the cost will be covered. Possibilities for funding include using left-over contingency from the current project budget, outreach to individual community donors who want to support solar power, or use of the Library's established line of credit for the project. It is very important not to add additional burden to the Foundation's current fundraising campaign for the project.

Motion to approve an additional \$50,000 in the Expansion Budget for Solar and Backup Power Research made by Treasurer Slavitz, seconded by Trustee Johnson.

Roll Call Vote: Ayes: Vice Chair Amir, Treasurer Slavitz, Trustee Cromwell, Trustee Weil, Trustee Johnson, Trustee Drew, Chair Smith.

Noes: None.

Motion Passed.

10. Consideration of approval of Conceptual Design and additional Budget of \$35,000 for the Library Donor Wall

Project Manager Isaacson has been working with Library Director Mazzolini and Foundation Director Roxanne Richards to create a design for the outdoor Donor wall recognizing donors of \$2,000 and above. The design includes a granite frame on a granite foundation base with a bronze insert on which names will be inscribed in accordance with the Library's Donor Recognition Policy.

The requested budget will fund the creation of the foundation base system by a structural engineer, purchase and shaping of the granite slab, purchase and inscription of names on the bronze plaque, and installation at the Library site.

The budget is approximate and details of the design still need to be worked out. For example, the lower granite slab could accommodate inscriptions if desired. Again, this budget includes the wall, a proper foundation, a structural engineer's wet seal, a permit, and installation.

Project Manager Isaacson recommends this design, as the price point is very good. There is also a time constraint on setting the foundation base for the wall at the appropriate stage of the Library construction, which is now.

Treasurer Slavitz asked whether the wall had originally been intended for indoor installation. Project Manager Isaacson said that this particular donor recognition item had always been intended for outdoor installation, and that major donor recognition plaques will be installed inside the Library at various locations.

Trustee Drew asked how subsequent donors would be added to the wall. Chair Smith said that the Foundation leadership had expressed concern about the list of donors being complete before the inscriptions are made. Many donors came in very early in the expansion process, and there is a concern regarding the assurance of recognition of every donor who is qualified for the Donor Wall.

Project Manager Isaacson said that the current plan includes waiting until somewhere between 4 and 6 months after completion of both the Building Construction and the Hero Campaign to inscribe the updated list of names onto the bronze plaque. This would give the Library Foundation staff and Board ample time to designate a cutoff date for donations, and to confirm the accuracy of donor records by contacting each of the donors to clearly determine how each donor wishes to be recognized. However, the current phase of construction dictates that the foundation base for the granite frame must be installed within the next week, and the stone itself must be purchased within the next 3-to-5 weeks.

Trustee Johnson asked whether the planned purchase could be maximized in size to allow for more inscriptions. Project Manager Isaacson said that the selected bronze pieces are the maximum size available on market.

Chair Smith asked for Trustees and Foundation members to submit ideas and concerns about the bronze plaque and inscriptions in writing for later discussion, and clarified that the

current concern would be to reach a decision on the budget and conceptual design so that the granite can be purchased and the foundation base site be prepared. Project Manager Isaacson said that approval would also include the bronze plaque, as the conceptual design includes preparation of the granite to support that particular item.

Trustee Cromwell asked for clarification on the various recognitions planned indoors versus outdoors. Project Manager Isaacson said that the outdoor wall had always been planned as a recognition of donors of amounts at and above \$2,000, as a general recognition.

Trustee Weil asked why such a large structure would be installed so near the Library entrance, and whether more donor inscriptions could be accommodated if the plaque was installed on the actual Library wall. Project Manager Isaacson reiterated that the selected plaque is the largest available in bronze. He added that the original plan was to have a granite wall with inscriptions directly in the granite. The bronze is required to accommodate double the number of donor names originally planned, as granite inscriptions must be larger by nature of the medium. Both Project Manager Isaacson and the Architects feel that placing the bronze directly on the library wood wall would be weak visually, and would not follow the descriptive rhetoric originally given to donors, which had specified a granite wall.

Chair Smith reiterated his request to encourage Foundation members to communicate in writing any concerns and goals with respect to the donor inscriptions and to the length of time needed to gather donor names.

Discussion of a motion and what it should contain ensued. **Trustee Cromwell moved that the conceptual design and budget be approved.** Questions were submitted by Foundation members.

Chair Smith opened the floor for public comments and discussion.

Library Foundation Director Roxanne Richards said that there were many questions about the look and the cost of the Donor Wall, and asked that the decision might be tabled to allow more time to examine the proposed materials and proportions and possible alternatives. She added that there is no time pressure from the Foundation's perspective.

Trustee Cromwell asked what timeline would be required by the materials needs and the construction process. Project Manager Isaacson said that the foundation base for the Donor Wall support slab would need to be placed within the coming week if the current conceptual design is desired. In addition, the slab of granite must be ordered next 3-to-5 weeks.

Treasurer Slavitz asked for clarification regarding agreement on the conceptual design between Project Manager Isaacson and Foundation members.

Roxanne Richards said that the Foundation is not ready to decide on design, size, and fine details, but is in agreement with Project Manager Isaacson regarding the need for the immediate placement of a foundation base for the structure. She added that approval tonight would include the size, which she is not in agreement with. She also said that she was not previously aware of the need for an additional budget.

Discussion ensued about what the motion should be and whether to approve all or part of the Agenda item or to delay a decision. Project Manager Isaacson reiterated that the foundation base for the current conceptual design would need to be placed in the coming

week, and that the foundation base had been planned for the current design in terms of weight and size. Trustee Amir suggested approving the budget conditionally, subject to the agreement of the Foundation and the Project Manager on the conceptual design.

Chair Smith asked for additional comments from the public. There were none. Chair Smith closed the public hearing at 8:03 pm and called for further Agency discussion.

Trustee Amir suggested that a motion be made to approve the budget and conceptual design subject to the agreement of the Project Manager and Library Foundation on the fine details of the design, thus allowing further input from the Foundation members, while not delaying the necessary construction. Trustee Johnson suggested clarification of the specific parties who would come to agreement. Treasurer Slavitz suggested that the parties be the Foundation Board and Project Manager Isaacson within the time of one week.

Chair Smith summarized the comments as a suggested motion to approve the budget and approve a time period of one week from now in which the Library Foundation Board members will meet with Project Manager Isaacson to look at the conceptual design. He reopened the public hearing at 8:10 pm.

Roxanne Richards said that one week would be too short a time period.

Library Foundation Vice President Ann Aylwin asked whether the foundation base could be made strong enough to support an all granite structure or other alternate designs. Project Manager Isaacson said that an all granite wall would not accommodate all of the donor names, because the required letter size is double for granite. He added that the foundation base has already been designed and signed off by a structural engineer and permitted, and that the base also dictates the use of materials.

Bill asked for more public comments. There were none. He closed the public hearing at 8:12 pm.

Trustee Cromwell withdrew his prior motion.

Treasurer Slavitz suggested approval. Trustee Amir agreed.

Motion to approve Conceptual Design and additional Budget of \$35,000 for the Library Donor Wall made by Treasurer Slavitz, seconded by Trustee Cromwell.

Roll Call Vote: Ayes: Vice Chair Amir, Treasurer Slavitz, Trustee Cromwell, Trustee Johnson, Trustee Weil, Trustee Drew, Chair Smith.

Noes: None.

Motion Passed.

10. Meeting Dates

The next BTLA meeting is scheduled for Monday, April 19th, at 6:15pm via Zoom.

Chair Smith adjourned the meeting at 8:16 pm

Respectfully Submitted,

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