

REGULAR Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
April 19, 2021
As approved on May 17, 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, Roxanne Richards, Nancy Kemnitzer, Jobeth, Bradbury, Karen Miller, Kristin Johnson, Deirdre McCrohan

CALL TO ORDER: Chair Smith called the meeting to order at 6:21pm

OPEN Forum:

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

1. Chair's Report

Chair Smith asked that Item 9 be moved to the top of the meeting in order to accommodate presenters from Bradbury Miller.

9. Consideration of approval and selection of Professional Search Firm for Library Director Search

Vice Chair Amir reported that she, Trustee Weil, and Treasurer Slavitz had looked at a number of recruitment search firms in a comprehensive process. They all agreed that Bradbury Miller stood out in the group. Trustee Johnson said that she was impressed with Bradbury Miller's impressive background in library recruitment. Trustee Weil said that reference checks had been completed with very positive responses from a Connecticut library director a California city manager, and a Colorado library trustee. Trustee Drew noted that the financial quotes from the 5 firms were similar, making it easier to base a decision on the quality of the presentations

Chair Smith introduced Karen Miller and Jobeth Bradbury from Bradbury Miller. Karen Miller said that she had taken over ownership of the firm in January 2020, after working there for 8 years. Prior to that, both she had been a library director for 26 years. Jobeth Bradbury, had purchased the firm in 2006. The firm performs library searches exclusively, primarily for library directors. In California, they have contracted with Alameda and Sonoma Counties, and the cities of Carlsbad and Richmond. They contract for 18-to-23 searches each year, and only do one search at a time for a specific region so that there is no competition between their clients. They look for candidates who are interested in electronic data interchange, development, fundraising, and working collaboratively with members of the community, library staff, and trustees. In addition, they actively include people of color.

Chair Smith asked what the average length of stay of new hires has been, and how candidates are vetted in terms of being prepared for broad community use of the library for multiple types of programs as a learning and opportunity center. Jobeth Bradbury said that

candidates placed normally stay for 7-to-10 years, sometimes longer. Karen Miller added that libraries in general have become community centers, and candidates know that they include all the things that go with the place where everyone wants to be. This is a growth area in which library directors must focus more on public relations and program visibility in the community. Millennials, for example, look at the library holistically, as a living growing organism. She added that, in addition to being education hubs, libraries are also providing social services referrals. Also, many virtual programs which have been developed during COVID will be continuing, and libraries will adapt to more and more online services.

Trustee Cromwell asked whether the disruption of services under the library expansion would deter a candidate. Jobeth Miller said that it would be a positive attraction, and some candidates would probably be interested in being involved in the process.

Chair Smith added that other attractive attributes for a candidate would include creativity and flexibility, interest in website development, development of youth and senior programs, and interest in operating a business, as the Library is an independent State of California JPA. Jobeth Miller said that candidates may also be interested in looking at the Library's Strategic Plan, and the Expansion Capital Campaign. Karen Miller said that all libraries in Ohio, where the firm is based, are independently governed, so their staff are well versed in recruiting for "small business management."

Trustee Drew asked about the time commitment of particular Bradbury Miller individuals to the BTLA director search project. Trustee Johnson asked if one individual would be dedicated to the project. Karen Miller said that she would be the primary individual, and that Jobeth Bradbury, and Brian Harris would be on the team.

Karen Miller added that a future presentation would involve 6-to-9 candidates after screening 25-to-30 qualified applicants.

Foundation President Rachael Ong asked whether Foundation members would participate in the process. Trustee Amir said that all stakeholders, including foundation members, library staff, and community members would be included for input.

Chair Smith said that Director Mazzolini has been a figurehead in the community for 25 years, and is to be credited for helping to create and sustain an award-winning library with a warm feeling of community. He opened the floor for public discussion.

Deirdre McCrohan from the Ark Newspaper suggested that the Agency check with its attorney about how to navigate interview sessions without violating the Brown Act.

There were no additional public comments, and the floor for discussion was closed by Chair Smith at 7:07pm.

Motion to approve and select Professional Search Firm Bradbury Miller for Library Director Search 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.

2. Library Director's Report

Director Mazzolini reported that there was a fire in the grass behind the library today, near the construction fence. The fire was extinguished by the Tiburon Fire Department. There was no damage or injury.

The development of the Library's Fiscal Year 2021-2022 Budget is in process. After review by Treasurer Slavitz, a draft will be presented at the May Agency meeting.

Library Staff will migrate to the new portion of the building during late May. The Library will possibly be closed for 2 weeks for the move. The new Children's Room will be complete, and new books and popular materials will be placed in there. Adult new and popular materials will be placed in the new Founder's Room. It is possible that in-person patron visits may be allowed in these 2 spaces, depending upon COVID restrictions. If opening is allowed, Children's programs are also planned.

MARINet is adding a no-cost benefit with subscription to their services: RFID for book check-in so that each book which is returned via book drop will automatically be checked in as it is "dropped."

3. Expansion Update

Project Manager Glenn Isaacson reported that the code changes required for the mounting of HVAC equipment were under a step-by-step approval process by the Town of Tiburon Building Department, which has sent the plans for third party plan check. The project is now set back in schedule by at least 2 weeks in terms of closing and completing the ceilings.

The exterior front entry formwork for seating, steps, and the accessibility ramp have been formed, poured, and stripped, creating a good picture of the geometry of the new front plaza. The concrete work is excellent, and the shape is very appealing. Lightweight fill, which will be used to create different elevations in front plaza, has been delivered.

Regarding the Solar energy research project, quite fortunately, Marin Clean Energy will be providing a full research capacity, plus has received bids from providers. These services are available at no cost to projects like ours. MCE staff are gathering data and starting on proposals.

The Project remains on budget, although timing delays have resulted from the third party plan review requested by the Town of Tiburon, plus the HVAC code changes and related permit process. Project Manager Isaacson and Director Mazzolini are working with BRW Architects to streamline planned work in the hope of shaving off some time as the project moves forward.

4. Foundation Report

Foundation President Rachael Ong reported that the Hero Campaign stands at 115 heroes with \$794,521 raised. Matching Donors remain at \$350,000, just shy of a \$500,000 goal. The Foundation is very grateful to Brenda Bottum, who has given \$35,000 toward the community Donor Wall. An additional \$35,000 was donated last week, also, including \$25,000 from the Belvedere Community Foundation.

Project Manager Glenn Isaacson and Chair Smith met with President Ong to visit the Library work site and get a good visual understanding of the artistic design of the donor wall. They determined that a temporary plaque can be used to assure that accurate names and donor preferences can be finalized before the actual engraving.

President Ong thanked the Ark Newspaper for a well-received double page donor "Thank You" ad which was published 2 weeks ago. This ad was placed not only to recognize donors, but also to begin the process of verifying donor data retroactively to around 2006, when the Capital Campaign began. The Foundation Board will begin an outreach to local municipal officials, inviting them to consider donating and being included on the community donor wall.

Foundation members are also working on with Children's Librarians Alicia Bell and, Catherine Pyun, along with Teen Librarian Rebecca Jung in the creation of a "Little Hero" bookmark, which will be included in summer reading activity packs, to promote donor wall participation. Additional outreach to local preschool families is underway, along with the development of a new volunteer database. Foundation Executive Director Jenna Ervice is researching specific foundations for additional capital campaign grants.

Foundation members are also developing a 5-to-10-year strategic plan for supporting the Library with the help of Julie La Nasa. President Ong requested a meeting with the Agency and the Library finance committee to better understand if and when the line of credit will be used.

5. Agency Financial Statements and Quarterly Treasurer's Report: March, 2021

Clerk Johnson reported that, with 75% of the year passed, 55% of budgeted revenues have been received, and expenses are at 71% of budget. Operating expenses have been slightly lower than normal due to COVID and construction. The Library is expected to end the year with Revenues slightly over budget and expenses slightly under budget.

6. Committee Reports

There were no Committee Reports.

CONSENT CALENDAR

7/8. Motion to approve the Minutes of March 22, 2021, and the Warrants dated March, 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:

10. Consideration of approval of retention of Wulff Hansen, public finance and investment firm, for CalPERS UAL funding study

Treasurer Slavitz said that a Sanitary District on which he is a Board Member recently reduced its unfunded pension liability by selling bonds with the help of Wulff Hansen. He has also worked with the firm in conjunction with the Town of Tiburon Council. This is one of several ways to reduce pension liabilities. The staff of Wulff Hansen will prepare an analysis for the Library which is cost-free unless the Agency commits to do a bond financing through them. The approval of this retention Contract will facilitate the analysis process. This will provide a start to the Agency's creation of a strategy for funding the pension liability.

Trustee Johnson asked who would take on the selling of the bonds if that strategy was selected by the Agency. Treasurer Slavitz said that Wulff Hansen would make a board presentation and create an agreement for their firm to sell the bonds. The Agency could also call for proposals from other firms to facilitate a bond sale.

Trustee Weill asked what kind of time period the bond repayment would involve. Treasurer Slavitz said that the Agency could select a time period. The Sanitary District set up its bonds for a 25-year repayment. The Bonds are thought of as a way to save interest costs relative to what CalPERS would charge the Agency if CalPERS' projected discount rate was not met in actual earnings.

Chair Smith opened the floor to public comments at 7:50 pm. There were none.

Motion to approve retention of Wulff Hansen, public finance and investment firm, for CalPERS UAL funding study made by Treasurer Slavitz, seconded by Trustee Cromwell.

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

Noes: None. Motion Passed.

11. Consideration of approval of Resolution No. 264-2021` Amending the Belvedere Tiburon Library Agency Deferred Compensation Plan in the Form of the ICMA Retirement Corporation 457 Governmental Deferred Compensation Plan & Trust

Clerk Johnson said that this resolution is necessary to add a Roth contribution option to the 457 payroll deduction program already available to Library staff through ICMA.

Motion to approve Resolution No. 264-2021` Amending the Belvedere Tiburon Library Agency Deferred Compensation Plan in the Form of the ICMA Retirement Corporation 457 Governmental Deferred Compensation Plan & Trust made by Trustee Cromwell, 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.

12. Meeting Dates

The next BTLA meeting is scheduled for Monday, May 17th, at 6:15pm via Zoom.

Chair Smith adjourned the meeting 8 pm.

Respectfully Submitted,

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