

REGULAR Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
June 21, 2021

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

Members Absent: Dr. Thomas Cromwell had to leave before the Agency Considerations

Also Present: Deborah Mazzolini, Glenn Isaacson, John Kunzweiler, Jenna Ervice, Rebecca Jung, Emily Lavin, Kim Rose, Jason Duran, Bob Alten, Kristin Johnson

CALL TO ORDER: Chair Smith called the meeting to order at 6:15 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, in some dialogue between the Foundation's accounting office and the Library's accounting office, it was determined that the difference between the amount raised by the Foundation and the amount left to spend on the Project, i.e. the need for borrowing on the Line of Credit, was higher than previously calculated by \$1,100,000.

The difference had to do with one entity recognizing income on an accrual basis and one on a cash basis. Neither method was incorrect. Chair Smith stated clearly that this will in no way affect the completion of the library.

In addition to the \$1,100,000 additional borrowing needed, Project costs will increase by \$600,000, and the possibility of Solar and Backup Emergency Power spending options is estimated at \$400,000. As a result of these changes, estimated borrowing to complete the Project has increased from \$1,000,000 to approximately \$3,000,000.

This will in no way affect the completion of the Library. The Foundation and the Agency are committed to raising the necessary funds or borrowing where and when needed. We will have a fabulous new library and we will look forward to its completion.

2. Library Director's Report

Director Mazzolini reported that Project 6 website update is nearing completion. She added that Library Staff have been very involved in the development of a new layout for more intuitive patron access, and invited Trustees to attend one of the monthly meetings.

Library Staff are working hard not only on curbside and virtual service for patrons, but also planning, weeding the collection, and packing for the upcoming move from the older library

space into the newly build library space sometime in August. The move will take about 2 weeks. Jason Duran, Operations Manager, is taking on most of the responsibility for this.

Curbside Service has been updated to include carts of new books for patron browsing and a checkout station outdoors at the old front entrance area of the library.

Library Staff are working on a summer newsletter in conjunction with Foundation Staff. Jenna Ervice, Foundation Executive Director, will include a convenient donation envelope and letter from Foundation President Rachael Ong, with highlights focused on the new Maker Space and the Teen and Children's areas and on Estate and Planned Giving. There has already been a great community response in the estate and planned giving area. Previous donor brochures and naming opportunities were focused on \$50,000 and greater donations. The current focus will be on more modest donations.

Director Mazzolini encouraged Trustees to "take a drive" on the Library Website. Active Programs include Teen-taught technology classes, which have been well received, and the regular ongoing Children's story hours and a Teen poetry jam.

Trustee Drew applauded the Circulation Staff for the excellent delivery of curbside service. Chair Smith also expressed appreciation for the dedication and hard work of the staff during COVID and construction and said that this bodes well for the expanded service which will be offered to patrons when the new building is completed.

3. Expansion Update

Project Manager Glenn Isaacson reported that much has been accomplished in exterior work: The new front entrance concrete has been substantially completed, with paving blocks completed on the upper patio. The Tiburon Boulevard median has curbs completed and is awaiting soil. Irrigation setup work has begun and will be completed in the next few weeks. Elongation of the Tiburon Boulevard left turn lane at Mar West is also advancing very well. The required new fire hydrant has been installed and connected.

The Tiburon Boulevard work requires one more item, the completion of an accessible vehicular drop-off pullout in front of the Tiburon Town Hall, which will be completed in the latter part of August. Mass grading in the rear of the Library building for the parking lot and Zelinsky Park is also underway. Current activities include trenching for utilities for lights, water, and drainage.

The plan review by the Town of Tiburon is still creating a delay in the closing up of ceilings. The above-ceiling HVAC has been permitted. The Town had requested detailed drawings on the ceiling/HVAC framework. The design team has been actively working on providing these drawings. Hopefully, there will be a decision soon and progress can resume on the interior work.

The main switch gear has passed inspection and power to it has been requested but not yet scheduled. This work is a key element which must be in place before work can start on the new restrooms and electrical room.

As previously noted, a request for a budget update for the Project has been submitted and is delineated in Resolution No.266-2021, under consideration tonight. The current

estimate for completion is February of 2022. The design team and staff are working on revising plans to simplify the remodel of the existing building in order to try to shorten the projected time frame. The time frame is also dependent upon the PG&E main switchover schedule.

Delays have added costs to the Project. Mr. Isaacson has been in discussion with the contractor regarding willingness to accept some responsibility for the delay of 2 months to the tune of \$110,000. Going forward, they have also accepted a reduction in their daily rate of which will save another \$110,000. Other causes of the delay are attributed to all parties involved, including the design team, the Library constituents of the process, and the Town of Tiburon.

All of this necessitates a request for a \$600,000 increase to the Project Budget (bringing the total budget to \$17,685,000), of which about \$450K will be applied to the general contractor and the permitting costs, and about \$150,000 will be added to the Project contingency. Mr. Isaacson recommended that the Agency adopt the draft resolution increasing the Project Budget, and reminded them that this increase will NOT cover the proposed Solar/Emergency Power options under consideration by the Agency.

Trustees Cromwell and Johnson asked whether anything could be done to speed up the permitting process. Treasurer Slavitz has been in touch with Town officials, and said that the process was a typical one in terms of the Town covering its bases in terms of regulations.

Treasurer Slavitz added that the \$600,000 Project Budget increase is just over 3%, which is reasonable in light of all the circumstances.

4. Foundation Report

Foundation Treasurer John Kunzweiler reported on behalf of Foundation President Rachael Ong that the numbers for additional fundraising are now correct, that the Foundation has come a long way in raising about \$14,800,000 and is committed to continue to support the Project and the Library.

Donor activity for the Capital Campaign is expected to be slow during the summer months. April, May, and June efforts brought in about \$159,000. September events are planned related to giving circles, that is, approaching families and individuals for contributions over \$25,000. These will be small, intimate events, which have been successful in the past, as Foundation members have reached out to educate prospective donors about the exciting new Library.

The Foundation is also engaged in strategic planning for a transition to “life after” the Capital Campaign, in terms of how to engage the community to support the ongoing library in its new expanded form.

The Summer Newsletter contents will tie in to the Capital Campaign and to other Foundation fundraising activities.

5. Agency Financial Statements May, 2021

Clerk Johnson reported that, with 91% of the year passed, 97% of budgeted revenues have been received, and expenses are at 87% 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

Trustee Weil reported that next step in the Director Search will be consultant focus group meetings with Library and Foundation Staff and other stakeholders, along with various written surveys which will be emailed to community constituents. An overall public survey will be highlighted on the library's website.

Bookmarks asking for community input via the various modalities will be included in patron checkout materials.

Note: Trustee Cromwell had to leave the meeting prior to the Consent Calendar and Trustee Considerations.

CONSENT CALENDAR

7/8. Motion to approve the Minutes of May 17, 2021, and the Warrants dated May, 2021, made by Trustee Johnson seconded by Treasurer Slavitz.

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

Absent for this vote: Trustee Cromwell

Noes: None.

Motion Passed.

TRUSTEE CONSIDERATIONS:

9. Consideration of Approval of Belvedere Tiburon Library Agency Budget for Fiscal Year 2021-2022

PRIOR MEETING: At the request of several Trustees, it was determined that the Books & Other Materials expense should be kept at higher previous levels due to restocking needed for post-construction re-opening and that the Public Relations expense should also be maintained at a higher level for continuing outreach. In addition, the borrowing needs for the expansion should be examined in further detail and delineated clearly on the Budgeted Changes in Cash Statement and Projected Balance Sheet.

Motion to approve the Belvedere Tiburon Library Agency Budget for Fiscal Year 2021-2022 made by Treasurer Slavitz, seconded by Trustee Drew

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

Absent for this vote: Trustee Cromwell

Noes: None.

Motion Passed.

10. Consideration of Resolution No. 265-2021 for Terminating Employer Paid Member Contributions to CalPERS

Clerk Johnson explained that the Library is following suite with other Municipalities in removing this benefit and making up the loss of benefit to Library employees by providing a pay increase equal to the lost benefit. The net effect on the 2021 Budget is \$0. Employer Paid Member Contributions were legally disallowed by CalPERS for employees who became CalPERS members on or after January 1, 2013. The benefit removed per this resolution was for employees who joined prior to that date.

Motion to approve Resolution No. 265-2021 for Terminating Employer Paid Member Contributions to CalPERS made by Treasurer Slavitz, seconded by Trustee Weil

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

Absent for this vote: Trustee Cromwell

Noes: None.

Motion Passed.

11. Consideration of Resolution No. 266-2021 Authorizing an Increase to the Budget for the Belvedere Tiburon Library Expansion Project

Chair Smith read Resolution No. 266-2021, and opened the floor for public hearing for public comment. There were no public comments. He opened the floor to Agency discussion.

Trustee Drew said that he was completely in agreement with a Project Budget increase under the circumstances, and that 3% is a reasonable increase for this type of project. Chair Smith added that additional costs of Solar and Emergency Power Backup will be considered at a later date, and that more direct information on the additional cost of the Solar possibility will be presented at the July Agency meeting. Project Manager Isaacson added that he is in communication with Marin Clean Energy regarding a presentation to the Agency at the July meeting, and that their availability may require a change to the date of the July meeting.

Motion to approve Resolution No. 266-2021 Authorizing an Increase to the Budget for the Belvedere Tiburon Library Expansion Project made by Trustee Drew, seconded by Trustee Johnson

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

Absent for this vote: Trustee Cromwell

Noes: None.

Motion Passed.

12. Meeting Dates

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

Trustee Johnson asked if in-person meetings could be considered for future Agency meetings. It was determined that this might be too difficult, in terms of properly including the public while the Library is still under construction.

Chair Smith adjourned the meeting at 7:28. pm.

Respectfully Submitted,

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