

Regular meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
January 14, 2019
As Approved on February 11, 2019

Roll Call, Present: Vice Chair William Smith, Niran Amir, Avery Chope, Jeff Foran, Jeff Slavitz

Members Absent: Chair Thomas Cromwell, Tom Gram

Also Present: Glenn Isaacson: CMA, Vikki Rodriguez: Maze & Associates, Bonnie Spiesberger, Bud Spiesberger, Deborah Mazzolini, Kristin Johnson, Matt Hose: Ark Newspaper

CALL TO ORDER: Vice Chair Smith called the meeting to order at 6:15, pm.

OPEN Forum:

There were no comments from the public.

9. Review of the proposed floor plan for the Expanded Library

Glenn Isaacson first reported for informational purposes on the Site Plan. The Plan is complete for the most part, with possible minor changes still needed. The Site Plan has been approved by the Town of Tiburon.

A critical component of the changed plan has been compliance with building code requirements. New changes in the code require handicapped drop-off space and handicapped parking, which have been added to the Plan on the street in front of the library, along with 3 handicapped parking spaces in the rear parking lot. The newest building code also requires parking spaces with electric recharging plus four total spaces for the Town of Tiburon with electric charging facilities. There will be a total of 52 parking spaces, with a Fire Department-specified curve radius for turnaround. More required offsite parking will be fulfilled by spaces along Mar West Street. Trustee Smith asked about the time limit on Mar West Street. Mr. Isaacson said that it is currently 2 hours, and added that the plan is currently 33 spaces short of requirements, and some spaces will be procured by lease in the ACV Argo lot east of the Town Hall to make up for this.

There will be 2 Book Drops in the Library, and 1 in the new Parking Lot.

The new and old parts of the Library Building are each approximately 10,000 square feet.

Director Mazzolini said that the new architecture firm, BRW, has worked closely with staff to make changes to the internal floor plan. The space functionality is much improved thanks to the staff input.

Mr. Isaacson added that the most impactful component of the Floor Plan is the new Children's Library, increasing in size to more than double its former space. The Children's room will have a special Storytime Space and a secure outdoor Children's Court.

The new Founders' Room event space is double the current space size and will seat approximately 100. A new Maker Space will be just next door to the new Founders' Room. The 2 rooms can be joined for larger events. A dedicated Digital Lab is adjacent to the Maker Space. Former Trustee Bonnie Spiesberger asked if there would be access to the Kitchen from the Founders Room. Mr. Isaacson and Director Mazzolini affirmed.

Corner Books and a coffee bar will be in the front of the new Building near the entry and plaza with outdoor tables. Just beyond the entry, a conference room has been added for quiet small-to-medium sized meetings.

The Tiburon Boulevard entry will lead directly in to the Lobby Art Gallery, which will set a lovely approach to the Library Nave and to the Founders' Room for events. The Gallery will also serve as additional pre- and post-function space for events.

Administration offices have been updated in the current children's library space, with greater functionality, privacy, and workflow.

The current founders' room will become the Teen Library, including a dedicated Teen Maker Space and foyer with a separate entrance and separate access to the Main Library. Trustee Smith inquired about the capacity for the Teen Room. Mr. Isaacson said that the room is 700 square feet, so it will probably accommodate 40 to 50 teens. He added that 2 group study rooms will be adjacent to the Teen Room. Former Trustee Bonnie Spiesberger asked whether the current patio, which will be off the Teen Room will remain. Director Mazzolini affirmed that this space will remain and will be available as part of the Teen Room and to the staff.

Office and Storage Space for a Building Manager has been added.

Trustee Slavitz asked where the Public Computers would be housed. Director Mazzolini said that they will be situated close to the Reference Desk, as they are now. The Reference Desk will be across from the Circulation Desk in the Nave between the main entrances. Trustee Chope praised the quality of the assistance always received from the Reference Desk.

Mr. Isaacson added that laptops on a rolling cart will also be available for checkout and use within the Library.

Trustee Foran commended Mr. Isaacson and Director Mazzolini for their excellent work on remaking the floor plan after the difficulty of deleting the second floor from the plan.

Initial review of Annual Audit

Vikki Rodriguez, Partner from Maze and Associates CPA firm, reported on the annual audit for the fiscal year ended June 30, 2018.

Ms. Rodriguez reported that this was the first year that Maze and Associates had performed the audit for the Library. She said that the process went smoothly, with staff responding to requests from the auditors on a timely basis, and no special issues occurring during the audit. No unusual transactions or controversial issues were found. Nothing in the required disclosures was inconsistent or unclear. There were no significant adjustments other than that required by GASB 75. There were no disagreements with management. Management will sign a responsibility letter before the final audit is released.

She highlighted the new accounting standard, GASB 75, which requires that municipalities book and report an OPEB (Other Post-Employment Benefits) liability. Noted liabilities reported are pension, OPEB, depreciation on fixed assets (i.e., replacement needs), and compensated absences.

Maze's review of the Library's Internal control procedures revealed adequate controls with no material weaknesses. There was one recommendation that the Library consider cross-training additional staff members and re-allocating some administrative duties, with the understanding that this is difficult in a small agency such as the Library. Director Mazzolini added that a new hire for some of these duties is in process.

Maze and Associates gave an unmodified opinion on the Agency's financial statements, which is the "cleanest" opinion given on audits.

GASB 75 required a restatement of the prior year's OPEB liability due to a more accurate actuarial valuation which the Agency had procured. The adjustment made to the Agency's books was one of the rare cases where this improved the Agency's net position. The actuary calculated a lower OPEB liability than had previously been reported.

Otherwise, there were no significant fluctuations in income or expense from the prior year.

The Agency's operational net position increased by \$205,000 which shows that operational controls are effective.

The Agency's total net position increased by \$255,348, including the effect of the OPEB recalculation along with other minor changes in assets and liabilities.

The Pension and OPEB liabilities are long term future liabilities for current and future retirees from the Agency Staff. They are not payable tomorrow or all at once. These liabilities can be significantly affected by changes in interest rates, health rates, retirement dates, and mortality. They could significantly change over time. The new GASB standards require 10 years of data as time goes forward. Currently, the Agency is reporting the first year, and will add data as it is accumulated in future years.

Overall, the report was positive for the Agency.

1. Chairs Report

There was no report from the Chair.

2. Library Director's Report

Director Mazzolini reported that the Library will be tented for termites and closed on February 16, 17, and 18 (Saturday, Sunday, Monday). The pest control company reports that the substance used for the fumigation is non-toxic to humans, and that they will test the air and post a sign confirming that re-entry to the building is safe. The cost of the tenting will be \$11,500.

3. Belvedere Tiburon Library Foundation Report

There was no report from the Foundation.

4. Financial Statements

Both Revenues and Expenses are on par with budget at the half-year mark of fiscal 2019.

5. Committee Reports

Director Mazzolini reported that the current exhibit is by Tiburon Artist Laureate and Art Committee Member Jaleh Etmad. The Art Committee did not hold a jury for contractual public artist selections this year because of the upcoming expansion. Art Committee members, staff, and local schools will be featured during this process. Joey Della Santina, Reference staff member and Photographer, will also be showing this year.

Programs in the Library have increased by 70 over the prior year. Technology training has been a particular area of program expansion.

Trustee Slavitz asked about the Library's acquisition of Kanopy. Director Mazzolini explained that this is a new platform offering digital film checkouts, similar to Hoopla, which allows online remote reading of eBooks and audiobooks. The Library also offers remote online reading of the New York Times, Value Line, and language learning. The Library staff are constantly researching and expanding the Library's e-resources for its public.

CONSENT CALENDAR

6/7.Motion to approve the Agency minutes of November 19, 2018 and the warrants dated November and December, 2018 made by Trustee Slavitz, seconded by Trustee Foran, all present in favor, passed.

TRUSTEE CONSIDERATIONS

Items 8 and 10 were moved to the beginning of the meeting.

COMMUNICATIONS & ANNOUNCEMENTS

10. Monthly Calendar

11. Schedule of 2019 Meeting Dates

The next BTLA meeting will be February 11th, the second Monday, due to the President's Day Holiday on the third Monday.

12. Closed Session: Agency discussion of Public Employee Contract: Library Director's Contract (per Brown Act section 54957).

The meeting was adjourned by Vice Chair Cromwell at 7:20 pm

Return from closed session at 7:45 pm with nothing to report.

Respectfully Submitted,

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