

**Regular meeting**  
**BELVEDERE-TIBURON LIBRARY AGENCY**  
**Belvedere-Tiburon Library, Tiburon, California**  
**April 15, 2019**  
**As Approved on May 20, 2019**

**Roll Call, Present:** Chair Thomas Cromwell, Avery Chope, Jeff Foran, Tom Gram

**Members Absent:** Vice Chair William Smith, Niran Amir, Treasurer Jeff Slavitz

**Also Present:** Glenn Isaacson, Deborah Mazzolini, Kristin Johnson, Deirdre McCrohan

**CALL TO ORDER:** Chair Cromwell called the meeting to order at 6:16 pm.

**OPEN Forum:**

**1. Chair's Report**

Chair Cromwell reported that the Library Expansion is on schedule for ground-breaking around the end of May. Project Manager Glenn Isaacson will report on approvals and progress.

**2. Library Director's Report**

Director Mazzolini reported that a number of Foundation fundraising events have been scheduled. Also, a small committee is creating a Friends of the Library group to give a home to the Library volunteers. A Volunteer event will be held on Monday, May 13, from 6:00-7:30pm. The idea for this gathering originated with Program Committee members who want to be more connected with the Library Volunteer community.

**3. Belvedere Tiburon Library Foundation Report**

Chair Cromwell reported for the Foundation that fundraising continues. An event will be held at a private home this week. Director Mazzolini commended the very active Foundation Board Members who are planning these events.

**4. Financial Statements**

Revenues and Expenses are right on par with budget, with three quarters of the year passed. Projections for the fiscal year estimate Revenues exceeding Budget and Expenses under Budget.

**5. Committee Reports**

Director Mazzolini reported for the Program Committee that a book collaboration by local art collector Chara Shreyer and local art house designer Gary Hutton will be the subject of a

program at the Library on Tuesday, April 23. On Tuesday, May 21, Belvedere resident Elaine Aron will present her psychology book: The Highly Sensitive Person. On Tuesday, June 11, the Tiburon Fire Department will give a talk on fire protection. In general, the Speaker series fills 3 Tuesday evenings with an Art Reception on the remaining Tuesday each month.

Librarian Joey Della Santina's photography exhibit is on display in the Founders' Room. Non-juried art shows will continue to be scheduled until the Expansion gets underway, and possibly continued during the Expansion.

Chair Cromwell attended a program on the Opioid crisis several weeks ago. This is a substantial problem in Marin as it is elsewhere in the country. There is an antidote called Narcan, which may be available over-the-counter soon.

## **CONSENT CALENDAR**

**6/7. Motion to approve the Agency minutes of February 11, 2019 (note: there was no Agency meeting held in March, 2019), and the warrants dated February and March, 2019 made by Trustee Foran, seconded by Trustee Gram, all present in favor, passed.**

### **Trustee Considerations:**

#### **8. Expansion Building Update by Project Manager Glenn Isaacson**

Chair Cromwell commended Mr. Isaacson for diligently working with state and federal agencies to keep the approval process moving.

Mr. Isaacson presented a Projected Master Schedule for the project. In the fourth quarter of 2018 the Public phase of Fundraising began and the Design Development was completed. In March of 2019, Construction documents were completed and the Building Permit application and plan set was filed with the Town of Tiburon. Comments from the Town are expected this week. The review by the Town planning staff was favorable. It is hoped that the issuance of Building Permit will occur by mid-May 2019. Then, Public Bidding will commence, with construction projected to begin in the third quarter of 2019.

The completion of the library plan required a detailed room by room analysis for equipment needs, and the related electrical, data, and telecom outlet support for that equipment. In addition, all Library collections have been accounted for and space-needs sized each step of the way. Each floor plan change affects the book capacity. Mr. Isaacson and the Library staff put a lot of work into this assessment and planning so that the plan document would be correct before submission to the Town for approval and permitting. This detail planning will, hopefully, minimize any construction change orders.

There are a number of conditions to be met for approval of the plan. Because Tiburon Boulevard is a State Highway, any effects of the expansion beyond the Library's property line will require State CALTRANS approval. In addition, State codes have changed to require a greater number of accessible parking spaces and drop-off points from the street.

Caltrans must approve sidewalks, fire hydrant installations, and curb cuts. The cuts and median will need to be closed to the current parking lot. The Left turn lane southbound onto Mar West must be elongated by 125 feet. This can be substantially achieved by re-striping, but partial widening of the road shoulder will be necessary. All of these specifications have been submitted to Caltrans and a response is expected this week. The reviewing Civil Engineer was positive regarding the Library's ability to meet the requirements.

The Parking required for the expanded building will be 52 spaces (which is similar to the current count). In the plan, 33 additional spaces are to be located offsite: 9 on Mar West street, and 24 in the parking lot adjacent to the Town Hall. The Town staff are working with the parking lot owner to provide short term parking in that lot to satisfy the offsite parking requirements.

A plan was prepared for a marsh restoration and enhancement for the area which will lie between the new parking lot and the marsh (the current location of the grass meadow). The plan has been approved by the Town of Tiburon and submitted to the California Department of Fish and Wildlife for approval.

There are also archeology issues: The Federated Indians of Graton Rancheria must be allowed to satisfy observation requirements during any earth moving related to the Expansion. A Tribal Representative and an Archeologist will observe the process. The most cost-effective proposal for satisfying this requirement has come from a firm associated with Sonoma State University.

Some common area costs have historically been shared with the Town of Tiburon. The Agency will request that the Town follow the spirit of a 1998 agreement in sharing common area costs for the current expansion. The Town has requested an update for the Town Council's May 15 meeting. Chair Cromwell, Trustee Foran, and Town Manager Greg Chanis have been reviewing related documents and history of cost sharing.

## **COMMUNICATIONS & ANNOUNCEMENTS**

### **9. Monthly Calendar**

### **10. Schedule of 2019 Meeting Dates**

The next Agency Meeting will be held May 20, 2019. A Fiscal Year 2019/2020 Budget Draft will be presented.

The meeting was adjourned by Chair Cromwell at 6:55 pm

Respectfully Submitted,

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