

**Special meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
April 25, 2019
As Approved on May 20, 2019**

Roll Call, Present: Jeff Foran, Acting Chair, Avery Chope, Tom Gram, Niran Amir

Members Absent: Chair Thomas Cromwell, Vice Chair William Smith, Jeff Slavitz

Also Present: Glenn Isaacson, Deborah Mazzolini, Peter Spoerl, Attorney, Jacki Dunn, Deirdre McCrohan

CALL TO ORDER: Acting Chair Foran called the meeting to order at 6:15 pm.

OPEN Forum:

There was no public comment.

STAFF, BOARD AND COMMITTEE REPORTS

1. Chair's Report – Jeff Foran, Acting Chair

Foran explained the reason for the meeting, which was to review and approve communications to Town of Tiburon regarding shared costs of exterior common areas of the Library Expansion project, and to authorize execution of an Access and Maintenance Agreement.

2. Library Director's Report – Deborah Mazzolini, Library Director

Director Mazzolini reported that a new Friends of the Library group is forming, and will begin with an event to be held May 13 from 6:00pm to 7:30pm. Current and past volunteers are being invited to "meet and greet" each other to help form a cohesive group.

3. Belvedere Tiburon Library Foundation Report

There was no report.

CONSENT CALENDAR

There were no items on the Consent Calendar.

TRUSTEE CONSIDERATIONS

4. Review and approve communication to Town of Tiburon regarding shared costs of Library Expansion project, and authorize execution of Access and Maintenance Agreement.

Acting Chair Foran read a portion of the memo submitted by Glenn Isaacson and contained in the Board packet. He explained that the Town of Tiburon Town Manager, Greg Chanis, requested that the Library Board address access and maintenance issues involved in the expansion so that the Tiburon Town Council can discuss the issue at an upcoming meeting.

The town wants to establish a procedure for common areas as far as access and to negotiate how we cover the cost of maintenance and insurance for these areas. The agreement is malleable and can be adjusted as needed.

Trustee Gram commented that this is nothing new, that the Town of Tiburon and the Library Agency have been sharing costs for common areas for many years. He commented that all key areas are covered in the agreement and he feels it is satisfactory.

Acting Chair Foran agreed that the document contained in the packet is comprehensive and a good agreement.

Motion to approve the agreement as to form as written with the understanding there will be further conversations, changes, and updates as needed, made by Trustee Gram, seconded by Trustee Chope, all present in favor, passed.

5. Review attachments and authorize the Agency Chair to send a letter to the Town of Tiburon regarding cost sharing proposal for exterior site improvements for Library Expansion Project, and authorize the Library Director to negotiate, finalize and execute an Agreement for Shared Use and Access and Cost Sharing and Maintenance and Utility costs," in a form substantially similar to the attached "Draft Agreement for Shared Access and Use, and Apportionment of Certain Maintenance and Utility Costs," subject to review and approval as to form by Agency counsel."

Acting Chair Foran reported that the Town asked for responses to the agreement as well as any funding requests so that they can refer to them in their budget hearings coming up at an early-May meeting of the Town Council.

Acting Chair Foran gave background on this topic. When the current Library was built in 1997-1998, the common area was considered a shared benefit for both the Library and the Town, and the referenced 1998 Agreement formalized how costs were to be shared. The Agreement has worked well for the past two decades. In addition, it was an update to the Town of Tiburon's General Plan in 2009(?) calling for parking areas to be behind buildings that prompted the Library Agency Board to redraw plans for its expansion to comply with the General Plan.

The proposed letter is to notify the Town of Tiburon that the Library Agency Board believes there should be equal cost sharing for construction of the common spaces in the expansion plans in the spirit of the 1998 agreement and in support of the Library's willingness to adhere to the update of the Town's General Plan by placing the parking lot behind the building.

An estimate of the new common area cost is \$2.6 million; half of that is \$1.3 million.

Trustee Gram commented that he considers the current and proposed common area spaces public space, not necessarily "Library space" and "Town of Tiburon space." He feels there should be a strong commitment by both entities to a common public space.

He also noted his involvement with the Town of Tiburon in the revision of the Town's General Plan years ago to move parking to the back of buildings instead of having it in front. This was an important element of the plan, and caused the Library Agency considerable expense in redesign work.

Trustee Gram believes the letter as contained in the packet could use more detail for Town Council members if there is time to work on it. If not, the letter is okay as-is.

When asked, Attorney for the Library Peter Stoepl advised that it would be fine to give direction to staff to revise the letter.

Motion to approve the letter with direction to staff to revise it as needed, was made by Trustee Gram, seconded by Trustee Amir, all present in favor, passed.

COMMUNICATIONS & ANNOUNCEMENTS

Acting Chair Foran announced the next Agency meeting is scheduled for May 20, 2019, at 6:15pm.

The meeting was adjourned by Acting Chair Foran at 6:36pm

Respectfully Submitted,
Jacki Dunn, Acting Clerk of the Belvedere-Tiburon Library Agency Board