

Regular meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
August 19, 2019
As approved on September 16, 2019

Roll Call, Present: Chair Thomas Cromwell, Vice Chair William Smith, Niran Amir, Jeff Foran, Treasurer Jeff Slavitz, Ken Weil

Members Absent: None

Also Present: Tiburon Mayor David Kulik and Tiburon Vice Mayor Alice Fredericks, Glenn Isaacson, Deborah Mazzolini, Jacki Dunn, Kristin Johnson, Deirdre McCrohan

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

1. Chair's Report

Chair Cromwell welcomed new Trustee Ken Weil, who is from the East Coast, has lived in Tiburon for more than ten years, and has extensive experience in library building construction and library services.

Chair Cromwell noted that this has been a challenging year for the Agency, and thanked the Trustees, Staff, and Foundation for cooperation in Building Expansion and Fundraising matters. The Library is scheduled to break ground for the Expansion in 4-to-6 weeks.

There has been an issue of racial harassment outside the Library. Jacki Dunn composed a very well written letter to the Ark Newspaper informing the community about the incident. The harassment is not isolated to the Library, another incident occurred at the Boardwalk. Police Chiefs Mike Cronin and Jason Wu visited the Library and interviewed several people. They said that this issue falls under the purview of law enforcement, not the Library. We hope that this type of behavior will not happen again.

2. Election of Officers

Chair Cromwell opened the floor to nominations for Agency Chair. Trustee Foran nominated Vice Chair Smith. Treasurer Slavitz seconded the motion. **Motion to elect Trustee Smith as Agency Chair passed with all present in favor**

Chair Elect Smith opened the floor to nominations for Agency Vice Chair. Smith nominated Trustee Amir. Treasurer Slavitz seconded the motion. **Motion to elect Trustee Amir as Agency Vice Chair passed with all present in favor.**

Chair Elect Smith welcomed Tiburon Mayor David Kulik and Tiburon Vice Mayor Alice Fredericks to the meeting and thanked them for the Town's recently approved \$600,000 common area cost-sharing contribution to the Library Expansion.

Chair Elect Smith thanked outgoing Chair Cromwell for his excellent leadership and opened the floor for comments, issues, and questions not already on the Agenda.

OPEN Forum: There were no comments from the Trustees or the Public.

3. Expansion Update

Glenn Isaacson, Project Manager, reported on the Library Expansion. A new section of the Library's website called Library Look! has been developed by Librarian Jacki Dunn, Whitney Lee, Foundation Secretary, and Ivan Silva, Reference Librarian. This public online space will be a resource for anyone to check in on developments related to the Expansion.

Mr. Isaacson reported that the Project is now in the Building Permit and Bidding process. Since most permits are issued or very close to issuance, the Project Management Team published a legal notice of invitation to bid and availability of project and legal documents on August 12th. A Mandatory walk-through for interested contractors will be held on Wednesday, August 21, and bids will be due on September 10th. Contractor response has been good. The Bid packets are available through a clearinghouse, and, so far, four contractors have remitted fees and picked up the required bidding documents. The documents for the project include 152 pages of construction drawings, and approximately 1,000 pages of specifications, and construction contracting documents.

Mr. Isaacson is currently also working on finalizing issues with the Town of Tiburon and with Caltrans regarding the encroachment permit for Tiburon Boulevard. Caltrans advised Mr. Isaacson two weeks ago that it is in receipt of the second submission for the permit, and that a quick review is expected.

Treasurer Slavitz asked about the timeline for reviewing bids and selecting a contractor. Mr. Isaacson said that this will depend on how many bids are submitted, and on a process of leveling the bidders. Bids must be reviewed in depth to make sure each proposal covers everything required in the project documents. If there are three or four bids, it will be a relatively quick process, if there are more than four bids, the process could take several weeks. No negotiations are necessary. As the contract is already written, the contractors must agree to and propose based on the specified terms. Theoretically construction could start by the end of September. It is important to accomplish as much as possible before the rainy season starts. The Project goal is to start by early October.

Trustee Cromwell asked if the worry that increasing construction costs and lack of available contractor bids, exaggerated by the fires of one year ago, was still a factor in the project. Mr. Isaacson said that construction costs are still rising, although at a slightly slower rate than last year. He foresees that the Library will receive adequate serious bids from contractors whose capacity will be appropriate for the project.

4. Library Director's Report

Director Mazzolini thanked Trustee Cromwell and the Agency Trustees for all the hard work during the last year on the Expansion. Everyone was engaged and supportive.

Regarding Librarian Jacki Dunn's letter to the editor in the Ark in the wake of the harassment issue, Director Mazzolini posed the question: What would be the next step? What would make the community aware of the purpose and basic concepts of how public libraries work and what their goals are? Director Mazzolini would like to bring some kind of document to the Agency meeting in September for approval and changes. She asked for comments and discussion.

Chair Smith suggested a meeting with Chiefs Cronin and Wu, since this incident was not limited to the Library. He was contacted by a mother whose au pair was harassed at Belvedere Park and the Boardwalk. There are 2 individuals who have perpetrated the harassment. The known identities will be discussed with the police. The issue will be addressed from the Police perspective first; after this has been accomplished, the Agency will discuss what the Library can and cannot do.

Director Mazzolini added that the American Library Association maintains documentation on the rights of patrons in libraries. Also, since hate speech is not considered a crime at this time, the Library will have to develop an overarching goal for what is acceptable here.

The community is supportive. There have been sixty supportive responses about this incident on Next Door, and people came in to the Library to offer help with escorting au pairs to cars after Library events.

The Police can only attend to the legal aspects of this incident. The Agency must discuss what the Library can do. Chief Wu mentioned that he would like for the Library to handle this incident and its aftermath in a proactive, yet positive, non-confrontational manner.

Trustee Foran said that this is an opportunity for the Agency to make a definitive statement that the Library is public space, that we value opportunity for people of all backgrounds, and that this is understood by the public.

Director Mazzolini added that the Library's Public Service Policy already addresses the issue of offering services to all people. It will be updated with more detail in response to this incident.

Director Mazzolini said that, now that we are close to construction, she wanted to publicly thank Glenn Isaacson for MANY years of work in preparation for this project. Mr. Isaacson was lauded by all for many generous hours of high quality work.

5. Belvedere Tiburon Library Foundation Report

Trustee Smith reported that Victoria Silverman has been assisting with goal setting and parameters for continued Expansion Fundraising. The Foundation Board is still enthusiastic, working on fundraising, and preparing for ground breaking. When the construction becomes visible, it will greatly enhance awareness, thus support the fundraising process.

Director Mazzolini reiterated thanks to the Town of Tiburon for approving \$600,000 in funds toward the expansion. She said that this makes a huge impact, a positive difference to our budget, and sets a tone for the public fundraising.

6. Financial Statements

Treasurer Slavitz suggested that, as expansion construction proceeds and funds are expended, that regular reporting on the expansion cash balance should be initiated. He asked whether a summary should be included on the monthly Agency financial reports. Chair Smith advised Treasurer Slavitz to meet with the Foundation Treasurer and prepare a report. Treasurer Slavitz will report to the Agency on what kind of summary might be appropriate.

7. Committee Reports

Director Mazzolini reported that programs are scheduled through December. Although the Art Committee did not hold a Jury for art shows this year, the Art Committee Chair is reaching out to the local artist community to show in the Founders' Room as long as possible during the expansion.

Trustee Cromwell brought up a Marin Independent Journal article regarding generators during emergencies. He asked whether the Library needs a generator, what the risks would be, and whether a program for the community at Library might be appropriate. The Town of Tiburon has a generator. Further discussion is planned.

Chair Smith said that he wanted to clear up two items in a recent Ark Newspaper article related to the Town of Tiburon meeting of June 19th.

The Ark article quoted (former) Chair Cromwell as stating (during that meeting) that he expected a contribution from the City of Belvedere. Chair Smith said that (former) Chair Cromwell had not mentioned the City of Belvedere during that Town meeting.

In addition, the Ark article stated that at the end of three years, the Town of Tiburon would look at reducing their approved contribution to the Library Expansion. In reality, the Town had approved four annual firm payments of \$150,000 each for a total of \$600,000, and at the end of four years, would look at the possibility of an additional contribution.

These misstatements carried great potential for problems with public fundraising and for the Agency's relationship with the City of Belvedere's Council and City Manager. Trustee Cromwell had to work with the City officials to smooth out some resulting consternation provoked by the Ark article.

Deirdre McCrohan, the author of the Ark article, objected to this discussion at this point in the meeting, since Approval of Minutes and Warrants had been announced, and since this particular item was not on the Agenda.

Chair Smith and the Agency rebutted the objection, in that this was a comment and discussion, and not an item for vote.

CONSENT CALENDAR

8/9. Approval of minutes of June 17, 2019 and Warrants dated June and July 2019

Motion to approve the said minutes and warrants made by Treasurer Slavitz, seconded by Trustee Foran, all in favor, motion passed.

Trustee Considerations:

10. Consideration of Adoption of Marin County Policy eliminating Library Fines

Director Mazzolini said that the American library community is discussing and acting on elimination of fines, based on an ineffective cost-benefit relationship to staff time consumption, and on discouragement of patron usage.

The Marin County Library has already eliminated all overdue fines. San Francisco, Oakland, and other libraries across the country have also eliminated overdue fines.

Director Mazzolini and her Library Staff wish to eliminate fines at the Belvedere Tiburon Library.

Librarian Jacki Dunn said that this is a growing trend at libraries all over the country. It is a push for all libraries to get on board. Currently, overdue fines have been eliminated at the Marin County Libraries, but certain Marin city libraries have retained them, so it can be confusing for patrons. The Belvedere Tiburon Library does not make a lot of money on fines.

Trustee Amir noted that, as more people use digital books, fines will become obsolete. She asked what percentage of fines related to digital versus print.

Trustee Cromwell stated support of the Library getting in synch with the trend.

Librarian Dunn added that all libraries are addressing the issue, and, before too long, most will eliminate the fines. She said that fines don't seem to make a difference in timely return rates. Most patrons bring books back on time. Director Mazzolini reiterated that fine tracking is an ineffective use of staff time, and that not having fines

creates a much more user friendly experience for patrons and saves staff from the necessity of confrontational experiences with patrons.

Trustee Weil asked about the mechanics of checkout time: at what point is the patron billed? Director Mazzolini said it begins at 2 weeks, and extends to 6 weeks, at which point the patron with an overdue book cannot check out additional items until the book is returned.

Trustee Cromwell asked how are bestsellers determined (for the shorter checkout time). Librarian Dunn said that she uses book reviews and checkout trends, and purchases more than one copy for popular books. Bestsellers are not part of the hold list so that they are available for walk-ins. They have 14-day checkout period. Dunn added that Bel-Tib was the first Marin Library to create the Bestseller option, and that Marin libraries followed suit.

Motion to adopt Belvedere Tiburon Library Policy eliminating fines made by Trustee Foran, seconded by Trustee Cromwell, all in favor, passed.

11. Consideration of Adoption of Resolution No. 252-2019 – Resolution Adopting the Fiscal Year 2019/2020 Gann Appropriations Limit for the Belvedere Tiburon Library Agency

Motion to Adopt Resolution No. 252-2019 made by Treasurer Slavitz, seconded by Trustee Foran, all in favor, passed.

12. Consideration of Adoption of Resolution No. 253-2019 – Resolution Adopting the Fiscal Year 2019/2020 Gann Appropriations Limit for the Belvedere Tiburon Library Agency Community Facilities District # 1995-1

Motion to Adopt Resolution No. 253-2019 made by Trustee Cromwell, seconded by Trustee Foran, all in favor, passed.

COMMUNICATIONS & ANNOUNCEMENTS

13. Monthly Calendar

Director Mazzolini said that Foreign language children's story hours are packed. The languages include Spanish, French, and Mandarin. Chess and Game Nights are full also. The larger spaces afforded by the expansion will be a great enhancement for these public programs, especially since the Founders' Room is often overbooked.

14. Schedule of 2019 Meeting Dates

The next Agency meeting will be held on September 16th.

The Agency is still looking for a new Belvedere Trustee.

CLOSED SESSION: Chair Smith announced that the Closed session would be cancelled at this time, as it had not been properly noticed on the Agenda.

The meeting was adjourned by Chair Smith at 7:10 pm

Respectfully Submitted,

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