

**Regular meeting**  
**BELVEDERE-TIBURON LIBRARY AGENCY**  
**Belvedere-Tiburon Library, Tiburon, California**  
**September 16, 2019**  
**As approved on October 21, 2019**

**Roll Call, Present:** Chair William Smith, Treasurer Jeff Slavitz, Thomas Cromwell, Ken Weil

**Members Absent:** Vice Chair Niran Amir, Jeff Foran

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

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

**OPEN Forum: None**

**1. Chair's Report**

Chair Smith reported that bids for the Library Expansion construction will be received and opened by Glenn Isaacson and a team of architects at the Library on Tuesday, September 17. Mr. Isaacson and the architectural team will review and equalize the bids, probably over several weeks. An important aspect of the review and equalization will be the phase change which would start construction with the building first, rather than the parking lot first. Director Mazzolini added that both phase orders are included in the bids for cost comparison.

**2. Library Director's Report**

Director Mazzolini reported that Glenn Isaacson presented details of the Library Expansion schedule at a recent Library Staff Meeting. He discussed the possible impact of the schedule on staff offices. The staff was inquisitive and appreciative. Trustees are invited to attend future staff meetings.

Katie Ai, a Corner Books volunteer and former Foundation Bookmarks member passed away several weeks ago. Director Mazzolini will write her family.

Director Mazzolini provided an update on the racial harassment incident of a few weeks ago: The Tiburon police made a visit to the Library during Spanish Story Time, and interviewed victims and one of the perpetrators who happened to be at the Library, with no incident. Several mothers were afraid after seeing the police presence and inquired about safety at the Library. It was decided that the police will not maintain a presence at the Library, but Library staff will escort attendees to and from each relevant Children's program.

### **3. Belvedere Tiburon Library Foundation Report**

Chair Smith reported that the Foundation is organizing a committee to prepare for the Library Expansion groundbreaking. The next stage of fundraising will be launched when construction begins.

The Foundation will not schedule Blackie's Hay Day this year. Scheduled events include the Teddy Bear Tea, Popup, and Petrocelli Luncheon. Michelyn French, Jacki Dunn, and Director Mazzolini met with Elaine Petrocelli regarding the luncheon, which will be Petrocelli's 30<sup>th</sup> year of participation in support of the Library. The event has been moved back to the San Francisco Yacht Club and will be held on Tuesday, November 12<sup>th</sup> starting at 11am with a silent auction, followed by lunch at 12 noon. Elaine Petrocelli will be the only speaker this year. Books will be for sale and silent auction bidding will be open until 2pm.

### **4. Financial Statements**

Clerk Johnson reported that, with 17% of the year passed, no significant revenues have been received (as expected at this time of year) and expenses are at 21% of budget. Expenses appear slightly high year-to-date, as full payments were made early in the year for MARINet, annual magazine subscriptions, and many of the digital resource subscriptions.

### **5. Committee Reports**

There were no committee reports.

## **CONSENT CALENDAR**

### **6/7. Approval of minutes of August 19, 2019 and warrants dated August, 2019**

Trustee Slavitz asked whether the cost of Kanopy was worth its patron usage. This is a movie viewing subscription which allows patrons to watch 8 movies per month. Director Mazzolini said that the resource is being well used by patrons and is definitely worth the price. Users can sign in through the Library's website without an additional password. The service is advertised through the Library's newsletter and email blasts.

**Motion to approve the minutes of August 19, 2019 and the warrants dated August, 2019 made by Trustee Slavitz, seconded by Trustee Cromwell, all present in favor, passed.**

### **Trustee Considerations:**

- 8. Motion to approve changing the Library's check signing policy to 2 signatures required for checks over \$10,000 made by Treasurer Slavitz, seconded by Trustee Cromwell, all present in favor, passed.**

## **COMMUNICATIONS & ANNOUNCEMENTS**

Trustee Cromwell reminded the Agency that a Belvedere Trustee is still needed to fill the vacancy left by outgoing Trustee Chope. The position has been advertised by the City of Belvedere several times, with no responses. Director Mazzolini will ask the City of Belvedere to place an announcement in the Ark. She encouraged Trustees to ask people to apply. The appointment will be approved by the Belvedere City Council.

### **9. Monthly Calendar**

The program schedule is full, as usual. A program on physical therapy for knees will be presented at the Library on Tuesday, October 1<sup>st</sup>. Also, a program on Beethoven's Violin Concerto will be presented by Tiburon Resident Steve Machtinger, a violist with the Marin Symphony, on Tuesday, October 15<sup>th</sup>. The Marin Harmony Singers will return on Tuesday, October 29<sup>th</sup>.

The monthly Library Tea will be held on Wednesday, September 18<sup>th</sup>.

### **10. Schedule of 2019/2020 Meeting Dates**

**The meeting was adjourned for Closed session at 6:52 pm**

#### **11. Closed session**

##### **Return from closed session**

The Agency returned from closed session at 7:15pm and reported that the Director's contract for fiscal year 2020 was approved with a 3% increase in accordance with the 2020 approved budget.

The meeting was adjourned by Chair Smith at 7:20 pm

Respectfully Submitted,

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