

**AGENDA**  
**BELVEDERE TIBURON LIBRARY AGENCY**  
**Monday, October 15, 2018, 6:15pm**  
Belvedere Tiburon Library  
1501 Tiburon Blvd, Tiburon, California

**CALL TO ORDER/ROLL CALL**

**OPEN FORUM**

This is an opportunity for any citizen to briefly address the Board of Trustees on any matter that does not appear on this agenda. Upon being recognized by the Chair, please state your name, address, and limit your oral statement to no more than three minutes. Matters that appear to warrant a lengthier presentation or Board consideration may be placed on the agenda for further discussion at a later meeting.

**STAFF BOARD AND COMMITTEE REPORTS**

1. Chair's Report – Thomas Cromwell, Agency Chair (2 minutes)
2. Library Director's Report – Deborah Mazzolini, Library Director (5 minutes)
3. Belvedere Tiburon Library Foundation Report (5 minutes)
4. Financial Statements September, 2018, and Audit Status Update (5 minutes)
5. Committee Reports (5 minutes)

**CONSENT CALENDAR – 2 MINUTES**

The purpose of the Consent Calendar is to group items together which generally do not require discussion and which will probably be approved by one motion unless separate action is required on a particular item. Any member of the Agency may request removal of an item for discussion.

6. Approval of minutes of September 17, 2018
7. Approval of warrants dated September, 2018

**TRUSTEE CONSIDERATIONS**

The purpose of Trustee Considerations is to list items for discussion and potential action.

8. Consideration of Resolution 248-2018 Authorizing Amendment to the contract between the Agency and BRW Architects to add civil engineering services.
9. Consideration of Resolution 249-2018 Repealing Resolution 2017-2014 and amending the Agency's Conflict of Interest Code.

**COMMUNICATIONS & ANNOUNCEMENTS**

10. Monthly calendar
11. Schedule of 2018 meeting dates

**NOTICE**

**AMERICANS WITH DISABILITIES ACT**

*The following accommodations will be provided, upon request, to persons with a disability: agendas and/or agenda packet materials in alternate formats; special assistance needed to attend or participate in this meeting. Please make your request at the office of the Administrative Assistant or by calling (415) 789-2660. Whenever possible, please make your request three days in advance.*

**Belvedere-Tiburon Library Agency  
Statement of Revenues  
Period Ending September 30, 2018**

4-1

	FY 2018-19			FY 2017-18		
	Budgeted	YTD Actual	%	Budgeted	YTD Actual	%
<b>GENERAL FUND</b>						
Basic Library Tax	\$ 1,875,872	\$ -	0.0%	\$ 1,785,700	\$ 1,175	0.1%
Parcel Tax	\$ 275,000	\$ -	0.0%	\$ 275,000	\$ -	0.0%
ERAF	\$ 346,035	\$ -	0.0%	\$ 346,035	\$ -	0.0%
Grants	\$ 151,653	\$ -	0.0%	\$ 210,412	\$ 1,611	0.8%
Desk Revenue Sales & Fines	\$ 82,988	\$ 5,143	6.2%	\$ 24,566	\$ 11,283	45.9%
Interest Income	\$ 23,240	\$ 23	0.0%	\$ -	\$ 15	#DIV/0!
Misc. Other Revenue	\$ 4,418	\$ 950	0.0%	\$ -	\$ -	#DIV/0!
<b>TOTAL GENERAL FUND</b>	<b>\$ 2,759,206</b>	<b>6,117</b>	<b>0.2%</b>	<b>\$ 2,641,713</b>	<b>\$ 14,084</b>	<b>0.5%</b>
<b>DEBT SERVICE</b>						
Principal Repayment	\$ (70,000)	\$ -	0.0%	\$ (65,000)	\$ (65,000)	100.0%
Bond Interest	\$ (46,500)	\$ 416	-0.9%	\$ (50,550)	\$ (26,250)	51.9%
Fiscal Agent Fees	\$ (11,000)	\$ (4,405)	40.0%	\$ (11,000)	\$ (4,252)	38.7%
<b>TOTAL DEBT SERVICE</b>	<b>\$ (127,500)</b>	<b>\$ (3,989)</b>	<b>3.1%</b>	<b>\$ (126,550)</b>	<b>\$ (95,502)</b>	<b>75.5%</b>
<b>TOTAL REVENUE AFTER DEBT SERVICE</b>	<b>\$ 2,631,706</b>	<b>2,128</b>	<b>0.1%</b>	<b>\$ 2,515,163</b>	<b>\$ (81,418)</b>	<b>-3.2%</b>

<b>Percent of Year Complete</b>	<b>25.0%</b>
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- (1) Basic and Parcel Tax Revenue 55% of tax revenue is received in December  
45% of tax revenue is received in April
- (2) ERAF 54% of ERAF revenue is received in January  
46% of ERAF revenue is received in June
- (3) BTLF Grants Endowment grant is received in September  
Corner Books and Annual Appeal grants are received in June

4-2

**Belvedere-Tiburon Library Agency  
Statement of Expenditures  
Period Ending September 30, 2018**

	FY 2018-19			FY 2017-18		
	Budgeted	YTD Actual	%	Budgeted	YTD Actual	%
<b>GENERAL FUND</b>						
Personnel	\$ 1,831,488	\$ 443,554	24.2%	\$ 1,739,548	\$ 443,778	25.5%
Books, Services & Supplies	\$ 285,528	\$ 122,741	43.0%	\$ 278,725	\$ 108,804	39.0%
Technology Services	\$ 98,382	\$ 19,971	20.3%	\$ 114,700	\$ 14,224	12.4%
Services & Supplies	\$ 91,300	\$ 5,679	6.2%	\$ 89,300	\$ 22,277	24.9%
Building Expenses	\$ 164,291	\$ 20,034	12.2%	\$ 162,145	\$ 18,720	11.5%
Agency Administration	\$ 61,882	\$ 20,330	32.9%	\$ 55,920	\$ 7,159	12.8%
<b>TOTAL GENERAL FUND</b>	<b>\$ 2,532,871</b>	<b>632,309</b>	<b>25.0%</b>	<b>\$ 2,440,338</b>	<b>\$ 614,962</b>	<b>25.2%</b>
<b>NON-OPERATING EXPENSES</b>						
Transfer to Bldg Maintenance Res	\$ -	\$ -	#DIV/0!	\$ 67,531	\$ -	0.0%
Use Building Reserve	\$ -	\$ -		\$ -	\$ -	
<b>TOTAL NON-OPERATING EXP</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>	<b>\$ 67,531</b>	<b>\$ -</b>	<b>0.0%</b>
<b>ADDITIONS &amp; IMPROVEMENTS</b>						
Technology & Equipment	\$ 8,000		0.0%	\$ 8,000	\$ -	0.0%
Building Furniture & Fixtures	\$ 20,000		0.0%	\$ 20,000	\$ -	0.0%
Architect/Project Management	\$ -	\$ 30,561	#DIV/0!	\$ -	\$ -	#DIV/0!
<b>TOTAL ADDITIONS &amp; IMPROVE</b>	<b>\$ 28,000</b>	<b>\$ 30,561</b>	<b>109.1%</b>	<b>\$ 28,000</b>	<b>\$ -</b>	<b>0.0%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,560,871</b>	<b>\$ 662,870</b>	<b>25.9%</b>	<b>\$ 2,535,869</b>	<b>\$ 614,962</b>	<b>24.3%</b>

<b>Percent of Year Complete</b>	<b>25.0%</b>
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- (4) Technology Services      Annual MARINet charge is paid in the Fall. There are other small MARINet expenses paid throughout the year
- (5) Building Expenses      Building and Liability insurance is paid in September
- (6) Public Relations and Postage      Three to Four newsletters are done annually: Fall, Winter, Spring, and Special Issue (if appropriate). Costs in the Public Relations and Postage line items show an increase at those times

**Regular meeting  
BELVEDERE-TIBURON LIBRARY AGENCY  
Belvedere-Tiburon Library, Tiburon, California  
September 17, 2018**

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

**Members Absent:** Tom Gram

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

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

**OPEN Forum:**

There were no comments from the public.

**1. Chair's Report**

Chair Cromwell reported that there will be a Library Expansion celebration on Sunday, October 21<sup>st</sup> from 2 to 5pm. This will be the official rollout of the public phase of the Expansion fundraising campaign.

The Expansion Building Committee will be chaired by Tom Gram, representing the Agency. Ann Aylwin will represent the Foundation. Thanks to architect and Tiburon resident Miles Berger, who has also agreed to be on the Building Committee.

Glenn Issacson is continuing to communicate and plan with BRW and other contractors. Hopefully, the project will break ground in the first quarter of 2019.

Chair Cromwell welcomed Jeff Slavitz as the newest member of the Agency, appointed by the Town of Tiburon. Trustee Slavitz had already been acting as Treasurer of the Agency for the last 2 years, and will continue in that capacity as a Trustee. Trustee Slavitz comes to the Agency with much experience and expertise in Town of Tiburon and City of Belvedere governance.

**2. Library Director's Report:**

Director Mazzolini reported that the Library staff members have been meeting with representatives from BRW, the new architectural firm. The staff members have outlined and updated their needs for the Library Expansion. The architects met with representatives from each Library department, regarding the internal layout of the updated building. The planning is going very well.

Trustee Jeff Foran has authored a new book: Angels on a Tombstone. He will be speaking about his book tomorrow night at Book Passage in Sausalito. Congratulations were bestowed.

The Library's New Yorker discussion Group will be celebrating its 10<sup>th</sup> anniversary with a luncheon on October 1. This is a very popular long-term group, created and managed by former Trustee Bonnie Spiesberger.

The BTLA Bookmark's Blackie's Hey Day event is scheduled for Saturday, September 29<sup>th</sup>. Tickets will be available at the event.

The Library staff filed a police report last week, regarding missing bronze donor plaques from the interior of the Library and the attempted theft one of the bronze heron sculptures in the outdoor courtyard. The heron sculpture has been re-secured with cement by Ireland Robinson Hadley. Trustee Smith suggested indoor and outdoor surveillance cameras for the Library.

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

Chair Cromwell reported that, in addition to the October public kickoff event, combined Agency and Foundation executive committee meetings will continue each Friday throughout the construction phase of the Expansion.

**4. Financial Statements**

No significant revenue has yet been received this fiscal year. This is expected, as major revenues begin with property tax receipts in December. Expenses are on par with budget, with the exception of the Books, Services, and Supplies category, as the large annual MARINet bill was paid, as usual, in August.

**5. Committee Reports**

Director Mazzolini reported for the Art Committee that the current artist, Linda Schroeter, is reminiscent of a modern "Dutch Master." The Art Committee will not hold its annual fall Jury for exhibits for 2019 in light of the planned Expansion construction. Various exhibits will be scheduled, but won't be based on contractual relationships with artists.

The Program Committee continues to schedule events, and is trying to plan for the Expansion construction period in terms of how many and what types of programs to schedule during that time.

With respect to all Library programs, the hope is that most will continue during the Expansion construction, and that the Library will remain open. The construction process is currently estimated to take around 14 months.

**CONSENT CALENDAR**

**6/7. Motion to approve the minutes of August 20, 2018 and the warrants dated August, 2018 made by Trustee Foran, seconded by Trustee Slavitz, passed unanimously by those present.**

**Trustee Considerations:**

There were no Trustee Considerations on the Agenda tonight.

**COMMUNICATIONS & ANNOUNCEMENTS**

- 6. Appointment of Jeff Slavitz to the Agency by the Town of Tiburon**
- 7. Monthly Calendar**
- 8. Schedule of 2018 Meeting Dates**

The meeting was adjourned by Chair Cromwell at 6:40pm

Respectfully Submitted,

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

7-1

Belvedere Tiburon Library						
Check Listing September 14, 2018						
Check#	Vendor Name	Fund Code	GL Code	GL Title	Expenses	Check Total
27926	BELVEDERE-TIBURON	100	7601	Books and other Materials	100.00	100.00
27927	BRODART CO.	100	7601	Books and other Materials	1,220.42	
		100	7602	Vendor Processing Costs	134.00	1,354.42
27928	BUSINESS CARD	100	7200	Professional Development	300.00	
		100	7601	Books and other Materials	38.00	
		100	7603	Supplies for Processing	96.00	
		100	7606	Digital Resources & Content	569.73	
		100	8070	Software	250.00	
		100	8220	Postage Freight	35.78	
		100	8230	Office Supplies	389.26	
		100	8251	Young Adult Programs	322.23	
		100	8460	Custodial Supplies	235.93	
		100	8810	Bank Charges	2.73	
		100	8850	Office Expenses	38.28	2,277.94
27929	FIRE SAFETY SUPPLY, INC	100	8492	Maintenance Contracts	103.49	
27930	GLAVER CIFUENTES	100	8450	Janitorial Expense	2,300.00	2,300.00
27931	INGRAM LIBRARY SERVICES	100	7601	Books and other Materials	9,628.25	
		100	7602	Vendor Processing Costs	696.95	10,325.20
27932	KRISTIN JOHNSON	100	7601	Books and other Materials	2.17	
		100	8230	Office Supplies	2.39	
		100	8820	Cash (over/under)	6.00	10.56
27933	LARRY KLUGER	100	8250	Children's Program Supplies	375.00	375.00
27934	LIBRARY IDEAS LLC	100	7606	Digital Resources & Content	5.00	5.00
27935	MARIN IT, INC.	100	8020	Online Services	341.55	
		100	8050	Telecommunications	289.00	630.55
27936	MAZE & ASSOCIATES	100	8835	Auditing	6,400.00	6,400.00
27937	NORTHNET LIBRARY SYSTEM	100	7607	Databases	2,060.00	2,060.00
27938	OVERDRIVE, INC.	100	7606	Digital Resources & Content	2,101.32	2,101.32
27939	PENGUIN RANDOM HOUSE LLC	100	7601	Books and other Materials	48.71	48.71
27940	PTS	100	8260	Telephone	78.00	78.00
27941	RECORDED BOOKS, INC	100	7601	Books and other Materials	28.08	28.08
27942	REPUBLIC INDEMNITY CO OF	100	7120	Workers Comp Insurance	523.70	523.70
27943	TOWN OF TIBURON	100	8040	Technical Support	2,655.00	2,655.00
27944	TPX COMMUNICATIONS	100	8260	Telephone	789.23	789.23
27945	VANTAGEPOINT TRF AGT-457	100	2040	Deferred Comp Deductions	3,791.66	3,791.66
				14-Sep-18	35,957.86	35,957.86

7-2

Belvedere Tiburon Library						
Check Listing September 28, 2018						
Check#	Vendor Name	Fund Code	GL Code	GL Title	Expenses	Check Total
27946	AMERICAN EXPRESS	100	7601	Books and other Materials	227.79	
		100	7606	Digital Resources & Content	49.96	
		100	8071	Website Maintenance	267.50	
		100	8230	Office Supplies	24.75	
		100	8250	Children's Program Supplies	262.24	
		100	8251	Young Adult Programs	29.42	
		100	8810	Bank Charges	75.00	936.66
27947	BLACKSTONE PUBLISHING	100	7601	Books and other Materials	275.99	275.99
27948	CENGAGE GALE	100	7601	Books and other Materials	115.89	115.89
27949	DELTA DENTAL OF CALIFORNIA	100	7110	PERS Insurance Benefits	957.18	957.18
27950	DISH	100	8020	Online Services	95.76	95.76
27951	EBSCO INDUSTRIES	100	8020	Online Services	1,915.00	1,915.00
27952	EHDD	200	9041	Architect	13,036.26	13,036.26
27953	ELAINE WEST	360	9850	Art Committee Expenses	3,080.00	3,080.00
27954	EMILIA HAGERMAN	100	8250	Children's Program Supplies	300.00	300.00
27955	HAGEL SUPPLY COMPANY	100	8460	Custodial Supplies	440.71	440.71
27956	IRELAND-ROBINSON & HADLEY	100	8430	Building Maintenance	717.66	717.66
27957	JOEY DELLA SANTINA	100	7200	Professional Development	54.00	54.00
27958	LIBRARY IDEAS LLC	100	7606	Digital Resources & Content	27.00	27.00
27959	LINCOLN NATIONAL LIFE INS	100	7110	PERS Insurance Benefits	208.98	208.98
27960	MARIN IT, INC.	100	8020	Online Services	400.00	400.00
27961	MAZE & ASSOCIATES	100	8835	Auditing	7,050.00	7,050.00
27962	MILL VALLEY REFUSE	100	8480	Trash	236.13	236.13
27963	NBS	310	8920	Fiscal Agent Fees	2,236.62	2,236.62
27964	OCLC, INC.	100	8020	Online Services	1,667.72	1,667.72
27965	PACIFIC GAS & ELECTRIC	100	8490	Electricity & Gas	2,436.13	2,436.13
27966	PITNEY BOWES GLOBAL FINAN	100	8220	Postage Freight	208.99	208.99
27967	RECORDED BOOKS, INC	100	7601	Books and other Materials	61.35	61.35
27968	RILEY F. HURD III	100	8840	Legal Services	787.50	787.50
27969	SALLY TAO	343	9701	Tea Committee Expense	194.92	194.92
27970	VALUE LINE PUBLISHING LLC	100	7606	Digital Resources & Content	3,600.00	3,600.00
27971	VANTAGEPOINT TRF AGT-457	100	2040	Deferred Comp Deductions	3,851.44	3,851.44
					44,891.89	44,891.89



RESOLUTION NO. 248-2018

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE BELVEDERE-TIBURON LIBRARY AGENCY AUTHORIZING AN AMENDMENT TO THE CONTRACT BETWEEN THE AGENCY AND BRW ARCHITECTS TO ADD CIVIL ENGINEERING SERVICES

WHEREAS, on July 30, 2018, the Board of Trustees of the Belvedere Tiburon Library Agency (“Agency”) approved a Contract with BRW Architects with the notation that the civil engineering component was not included and would be added after interviews and proposals were analyzed,

WHEREAS, Agency and BRW Architects now wish to retain, via BRW architects, the services of Calichi Civil Engineers, and to add said services to the scope of work to be supervised by BRW Architects.,

WHEREAS, the cost of the services of Calichi Civil Engineers is estimated to be \$162,500, and, accordingly, dictates an adjustment to the compensation payable to BRW Architects.

NOW, THEREFORE, the Board of Trustees of the Belvedere Tiburon Library Agency does hereby resolve that the Chair of the Board is hereby authorized to execute the First Amendment to the contract between Agency and BRW Architects attached as **Exhibit A**.

I HEREBY CERTIFY that the foregoing resolution was duly and regularly adopted by the Governing Board of the Belvedere Tiburon Library Agency, Marin County, California, at a regular meeting thereof, held on the 15<sup>th</sup> of October, 2018.

AYES: TRUSTEES:

NOES: TRUSTEES:

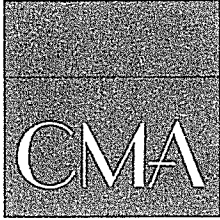
ABSENT: TRUSTEES:

**Thomas Cromwell, MD, Library Agency Chair**

ATTEST:

**Kristin Johnson, Clerk of the Agency Board**

8-2



MEMORANDUM

October 4, 2018

To: Library Director and Library Agency Members  
From: Glenn Isaacson  
Subject: Adding Civil Engineer to Design Team

At the Agency meeting of July 30, 2018 authorization was given to conclude the relationship with ehdd, Design Architect, and enter into a full- service Architect Services Agreement with BRW, as Architect of Record with the notation that the civil engineering component was not included and would be added after interviews and proposals were analyzed.

A dollar allowance of \$160,000 was made at that time for the engagement of a civil engineer for budget purposes.

The vetting process has concluded, and the firm Calichi Civil Engineers has been selected at a cost of \$162,500 including the cost of a topographic and boundary survey of the existing and to be acquired parcels.

Attached is a First Amendment to The Agreement Between Owner and Architect of Record, which will authorize BRW to add Calichi to the Design Team under BRW management and increase the compensation to BRW by \$162,500.

Your approval is recommended.

A handwritten signature in black ink, appearing to read "Glenn Isaacson", is written below the text.

8-3

FIRST AMENDMENT TO AGREEMENT BETWEEN OWNER AND ARCHITECT OF RECORD

This First Amendment is dated \_\_\_\_\_ by and between The Belvedere Tiburon Library Agency (the Owner) and BRW Architects (the "Architect of Record").

WHEREAS, The Owner and Architect of Record wish to add the services of Calichi Civil Engineers to the scope of work to be supervised by the Architect of Record and, accordingly, to adjust the compensation payable to the Architect of Record.

NOW, THEREFORE, intending to be legally bound hereby the parties agree as follows:

1. The Architect of Record shall engage and manage the services of Calichi Civil Engineers to perform the civil engineering services required for the Library Expansion Project.
2. Section 6.01 of the Agreement Between Owner and Architect of Record is amended by deleting therein "eight hundred fifteen thousand, four hundred sixty Dollars (\$815,460)" and substituting therefor "one million forty-four thousand nine hundred and sixty Dollars (\$1,044,960)".

IN WITNESS WHEREOF the parties hereto have duly executed this First Amendment on the day and year first above written.

BRW ARCHITECTS

\_\_\_\_\_

By: F. Christopher Ford, AIA

Title: Principal

The BELVEDERE TIBURON LIBRARY

\_\_\_\_\_

By: Authorized Signing Officer

GI/CMA 10/03/18

\_\_\_\_\_

RESOLUTION NO. 249-2018

RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
BELVEDERE-TIBURON LIBRARY AGENCY  
REPEALING RESOLUTION NO. 207-2014  
AND AMENDING THE LIBRARY’S CONFLICT OF INTEREST CODE

WHEREAS, the Political Reform Act of 1974, Government Code Sections 81000, et seq., requires every state or local government agency to adopt and promulgate a conflict of interest code; and

WHEREAS, in 2006 the Belvedere-Tiburon Library Agency adopted Resolution No. 167-2006 which incorporated by reference the Fair Political Practices Commission’s (“FPPC”) model Conflict of Interest Code (“Code”) under Title 2, Division 6, Section 18730 of the California Code of Regulations, and approved a list of designated employees and disclosure categories; and

WHEREAS, Section 87302 of the California Government Code requires the Belvedere-Tiburon Library Agency to designate other positions within its Agency that are required to file disclosure statements; and

WHEREAS, pursuant to the 2018 Biennial Review of the Belvedere-Tiburon Library Agency’s Conflict of interest Code it is appropriate to amend the Conflict of Interest Code to update its designated positions.

NOW, THEREFORE, the Belvedere-Tiburon Library Agency RESOLVES as follows:

1. Resolution No. 207-2014 is hereby repealed;
2. The FPPC’s Model Conflict of Interest Code as set forth in Section 18730 and any amendments thereto duly adopted by the FPPC, shall be incorporated by reference as the Belvedere-Tiburon Library Agency’s Conflict of Interest Code;
3. Appendix A attached to this resolution, in which officers and employees are designated and disclosure categories are set forth, is hereby incorporated into the Belvedere-Tiburon Library Agency’s Conflict of Interest Code;
4. Pursuant to Section 18753(d) of the Code all individuals in positions identified as managing public investments on behalf of the Belvedere - Tiburon Library Agency shall file their statements with the Clerk of the Board of Directors of the Belvedere-Tiburon Library Agency, who shall make and retain a copy and forward the original to the FPPC, which shall be the filing officer.

9-2

5. Individuals holding designated positions shall file their statement of economic interests with the Clerk of the Board of Directors of the Belvedere-Tiburon Library Agency, who will make the statements available for public inspection and reproduction pursuant to Government Code Section 81008. The Belvedere-Tiburon Library Agency's jurisdiction is wholly within the County of Marin.

I CERTIFY that the foregoing resolution was duly and regularly adopted by the Governing Board of the Belvedere-Tiburon Library Agency, Marin County, California, at a regular meeting thereof, held on the 15<sup>th</sup> day of October, 2018.

AYES: TRUSTEES:

NOES: TRUSTEES:

ABSENT: TRUSTEES:

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Thomas Cromwell, MD, Library Agency Chair

ATTEST:

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Kristin Johnson, Clerk of the Agency Board

APPENDIX A

<u>Designated Positions</u>	<u>Disclosure Category</u>
Legal Counsel	1 and 2
Consultants*	1 and 2

DISCLOSURE CATEGORIES

Category 1: All investments and business positions in, and sources of income from, business entities (a) located within the jurisdiction of the agency, and (b) of the type which, within the past two years, have contracted with the agency to provide services, supplies, materials, machinery, or equipment.

Category 2: All interests in real property located within the jurisdiction of the agency.

\* Consultants are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation:

The Board may determine in writing that a particular consultant, although a “designated position” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements as set forth above. Such written determination shall include a description of consultant’s duties and, based upon that description, a statement of the extent of the disclosure requirements. The Board’s determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. (Gov. Code § 81008.)

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

It has been determined that the position(s) listed below manage public investments and will file a Statement of Economic Interest pursuant to Government Code Section 87200. An individual holding one of the positions listed below may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section 87200.

Library Director  
 Trustee  
 Board Member  
 Treasurer

9-4

RESOLUTION NO. 207-2014

RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
BELVEDERE-TIBURON LIBRARY AGENCY  
REPEALING RESOLUTION NO. 167-2006  
AND AMENDING THE LIBRARY'S CONFLICT OF INTEREST CODE

WHEREAS, the Political Reform Act of 1974, Government Code Sections 81000; et seq., requires every state or local government agency to adopt and promulgate a conflict of interest code; and

WHEREAS, in 2006 the Belvedere-Tiburon Library Agency adopted Resolution No. 167-2006 which incorporated by reference the Fair Political Practices Commission's ("FPPC") model Conflict of Interest Code ("Code") under Title 2, Division 6, Section 18730 of the California Code of Regulations, and approved a list of designated employees and disclosure categories; and

WHEREAS, Section 87302 of the California Government Code requires the Belvedere-Tiburon Library Agency to designate other positions within its Agency that are required to file disclosure statements; and

WHEREAS, pursuant to the 2014 Biennial Review of the Belvedere-Tiburon Library Agency's Conflict of Interest Code, there has been a modification of one or more position pursuant to Section 87302;

NOW, THEREFORE, the Belvedere-Tiburon Library Agency RESOLVES as follows:

1. Resolution No. 167-2006 is hereby repealed;
2. The FPPC's Model Conflict of Interest Code as set forth in Section 18730, and any amendments thereto duly adopted by the FPPC, shall be incorporated by reference as the Belvedere-Tiburon Library Agency's Conflict of Interest Code;
3. Appendix A attached to this resolution, in which officers and employees are designated and disclosure categories are set forth, is hereby incorporated into the Belvedere-Tiburon Library Agency's Conflict of Interest Code;
4. Pursuant to Section 18753(d) of the Code all designated officers and employees shall file their statements with the Clerk of the Board of

Directors of the Belvedere-Tiburon Library Agency, who shall make and retain a copy and forward the original to the FPPC, which shall be the filing officer.

I CERTIFY that the foregoing resolution was duly and regularly adopted by the Governing Board of the Belvedere-Tiburon Library Agency, Marin County, California, at a regular meeting thereof, held on the 11th day of February, 2014.

AYES: TRUSTEES: Aylwin, Foran, Gram, Kuhns,  
Helow, Postle, Spiesberger

NOES: TRUSTEES: None

ABSENT: TRUSTEES: None




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Ann Aylwin, Chair

ATTEST:

Kristin Johnson 2/10/14  
 Kristin Johnson, Clerk



9-6

APPENDIX A

<u>Designated Positions</u>	<u>Disclosure Category</u>
Treasurer	1 and 2
Library Director	1 and 2
Legal Counsel	1 and 2
Consultants*	1 and 2

Category 1: All investments and business positions in, and sources of income from, business entities (a) located within the jurisdiction of the agency, and (b) of the type which, within the past two years, have contracted with the agency to provide services, supplies, materials, machinery, or equipment.

Category 2: All interests in real property located within the jurisdiction of the agency.

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

It has been determined that the position(s) listed below manage public investments and will file a Statement of Economic Interest pursuant to Government Code Section 87200:

Director/Board Member/Trustee

- \* Consultants shall file disclosures subject to the following limitation. The Board may determine in writing that a particular consultant, although a "designated position" is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described above. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of the disclosure requirements. The Board's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

## **Belvedere-Tiburon Library Future Meeting Dates**

Monday, November 19, 2018  
No Meeting in December unless needed. (Dec 17)  
January 14, 2019 (2<sup>nd</sup> Monday due to MLK Holiday)  
February 11, 2019 (2<sup>nd</sup> Monday due to President's Holiday)  
March 18, 2019  
April 22, 2019  
May 20, 2019

All meetings are held at 6:15 pm in the Founders Room at the Library  
Unless otherwise notified

# November 2018

November 2018							December 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3							1
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30		23	24	25	26	27	28	29
							30	31					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Oct 28	29	30	31	Nov 1 12:00pm Spanish Grp 1:00pm Italian Grp 3:00pm Mandarin Kids Program 6:00pm Family Board	2 10:00am Take Down Art Show 4:00pm Coder Dojo	3 10:00am Girls Who Code
4	5 10:00am New Yorker Group 1:00pm Art Show Hanging 6:30pm BTL FDN MTG	6 PETROCELLI LUNCHEON 12:00pm French Group 3:00pm Teen Lounge 7:30pm FAMSF Maharaja's Jewels	7 12:00pm Senior 4:00pm Cocoa Hour 6:00pm Art Reception 6:30pm Chess with 6:30pm Technology	8 9:00am Bookmarks Mtg 12:00pm Spanish Grp 1:00pm Italian Grp 3:00pm Mandarin Kids 6:30pm Film Night	9 10:00am Reference Meeting 4:00pm Coder Dojo	10 10:00am Girls Who Code 1:00pm Lego Club
11 CLOSED FOR VETERANS' DAY	12	13 10:00am Program 12:00pm French Group 1:15pm Great Books 3:00pm Teen Lounge 7:00pm Jeff Foran	14 3:00pm Library TEA 6:30pm Chess with Chase (Fink room) 6:30pm Technology Workshop	15 12:00pm Spanish Grp 1:00pm Italian Grp 3:00pm Mandarin Kids Program	16 10:00am Mastering Tables & Smartphones 4:00pm Coder Dojo	17 10:00am Girls Who Code 4:00pm Teen Book Club-Anime 5:00pm Teen Anime
18	19 6:15pm BTLA MTG	20 12:00pm French Group 3:00pm Teen Lounge 7:00pm Persian Culture Night	21 10:00am BTLF Cap Campaign 5:00pm CLOSE AT 5PM FOR THANKSGIVING	22 CLOSED FOR THANKSGIVING	23	24
25	26 10:30am Art Workshop	27 10:00am Book Group 12:00pm French Group 3:00pm Teen Lounge	28 4:00pm Cocoa Hour 6:30pm Chess with Chase (Fink room) 6:30pm Technology Workshop	29 10:00am Foundation 12:00pm Spanish Grp 1:00pm Italian Grp 3:00pm Mandarin Kids 7:30pm Trivia Night	30 10:30am Art Workshop 4:00pm Coder Dojo	Dec 1