

Regular meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
April 20, 2020
As Approved on June 15, 2020

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

Members Absent:

Also Present: Rachael Ong, Deborah Mazzolini, Nancy Kemnitzer, Jason Duran, Joey Della Santina, Kristin Johnson, Deirdre McCrohan, Albert Richards, Glenn Isaacson, Chris Ford

Note: Attendance at virtual meetings is recorded for those who announce their presence.

CALL TO ORDER: Chair Smith opened the meeting at 6:22 pm and opened the floor to comments from the public for any concerns not on the agenda.

OPEN Forum: There were no comments from the public.

1. Chair's Report

Chair Smith reported that Trustee Foran would be leaving the Agency, after 6 years of service, on April 30, as he is moving out of the area. Chair Smith praised Trustee Foran's great leadership during some of the Agency's most challenging times. He added that Trustee Foran's financial skills and leadership as Agency Chair were very helpful and will be missed. Trustee Foran is the only Agency Member who has authored a book, Angels on a Tombstone, which is featured in the Library's collection. He will continue to serve as a member of the Building Committee during the expansion construction.

Chair Smith commended Director Mazzolini for her and the Library Staffs' success in keeping the Library very actively in service of the public under the current conditions.

Chair Smith reported that longtime Library supporter and respected community member Rita Fink passed away recently at 100 years of age. Rita and her late husband Rex were very instrumental in facilitating the original construction of the Library in 1997 and in continuing support of the Library over the years. Rita had remained very active around town until just a few months ago.

2. Library Director's Report

Director Mazzolini reported that Library Staff have been very active and amazing working at home, creating a stepped up virtual service level on the Library Website. A new website section, "Services from Home," has experienced robust use by patrons. The Staff have also purchased additional eBooks and other online resources and services.

The Reference Department maintains a Librarian on call during the “work” day for patron questions, including technical support, by telephone. Reference Librarian Joey Della Santina has expanded the digital services streaming media for local patrons and is available for technology, research and book requests during the day. Administrative Staff have been hard at work paying bills, preparing financial statements, and developing the budget for next fiscal year.

Trustee Johnson expressed appreciation for the Library’s recent full page in the Ark Newspaper, which included information on current available services, construction progress, and fundraising.

3. Library Expansion Report

Project Manager Glenn Isaacson reported that the major construction activity during the last month was building the formwork for the stem walls, which will support the floor of the new building. Adjustment of the reinforcing steel in the formwork was necessary, so the stem wall concrete pour has been delayed by a few days. The completion of the underlying support for the new building is a major milestone in the construction process. During the first few weeks of May, staking, grubbing, and utility placement identification will be performed. During the second week of May, heavy equipment will be brought in to begin the earth grading for new parking lot and Zelinsky Park. Today, the temporary workstations for the interim placement of the Technical Services Department were installed in the Fink fireplace room. The Technical Services Staff will soon move to this space so that the contractor can complete work for joining the new building to the old and creating electrical closets in the former work area. The construction completion is projected for summer 2021, and is currently on budget for a project total cost of \$17,000,000.

4. Report on the Feasibility, Cost, and Aesthetics of Photo Voltaic Panels on the Roof of the Library

Chris Ford, Principal, BRW Architects, reported on his detailed research regarding the options and decisions for the Agency that will provide guidance to the design team as to whether or not to purchase Solar Panels for the Library.

Mr. Ford said that there is some urgency regarding this decision in terms of informing the electrician, structural engineers and PG&E for planning purposes. In a power point presentation, Mr. Ford illustrated three options with respect to cost, energy savings, and visual appearance. If Solar is favored, there are also available battery backup options to be considered. The factors of consideration for possible Solar installation include energy conservation, green design, educational opportunities, future energy cost savings, and building design character.

An additional decision, which should be made tonight by the Agency, is the choice of roofing materials for the entire updated building. The currently approved roofing material is imitation slate shingle. This material is expensive and very heavy, and has not performed

well. A viable alternative would be composition asphalt shingle. A change to composition asphalt shingles could save approximately \$175,000 on the current contract, which could be used toward the cost of photovoltaic (Solar) installation. In addition, the Tiburon Town Hall next door to the Library has this type of shingling with randomized tabs and a darker color. Composition asphalt shingles are more friendly for waterproofing with Solar installation.

Mr. Ford consulted with several suppliers. He presented the resulting three options for Solar installation and three options for battery backup. Cost range for Solar panel installation ranged from \$115,545 for a 40KW system to \$421,056 for a 142KW system. The payback period of the purchase price in energy cost savings ranged from 8 to 13 years. Additional battery backup systems ranged from \$13,683 for 1 hour of power storage to \$172,707 for 15.8 hours of power storage.

Decision factors included rate of return on initial cost, future energy expense stabilization, long-term energy cost savings, public image, educational value, and maintaining or diminishing the architectural character of the building, i.e., aesthetic considerations of the panels versus plain roofs to match the character of the town.

Mr. Ford presented several slides illustrating the appearance of the different Solar installation options.

Based on the costs and the aesthetic effect, Mr. Ford recommended purchasing composition asphalt shingles and not purchasing a photovoltaic system.

He added, that, if the Agency did decide to purchase a photovoltaic system, he would recommend option 1, the 40KW system at \$115,545, which would produce approximately half of the current (pre-addition) usage of the Library. The usage of the Library with the expansion, which includes the addition of an air conditioning system, will significantly increase.

If Solar is installed, Mr. Ford also recommends the Outback battery backup system at \$37,785 with 7.75 hours of power storage.

Mr. Isaacson summarized Mr. Ford's presentation, stating that the key decision to be made by the Agency tonight would be whether to subsite composition asphalt shingles for the previously selected artificial slate. The composition asphalt is the most commonly used material in Belvedere and Tiburon. This change in roofing materials would require approval from the Town of Tiburon.

Mr. Isaacson added that the project would benefit by delaying the photovoltaic decision, as photovoltaic technology will continue improve, and likely decrease in cost. He said that it would be better for the Agency consider photovoltaic installation after viewing the completed building, and that nothing would prevent a future decision to install

photovoltaic panels. He agreed with Mr. Ford's recommendations for both financial and aesthetic reasons.

Chair Smith opened the floor to Agency comments and questions.

Trustee Cromwell asked whether there would be any downside to waiting to install Solar panels after the building expansion is completed. Mr. Isaacson said that he did not believe so, and added that most photovoltaic installations are scheduled after building completion.

Trustee Cromwell asked about the advantage of significantly reduced future energy costs. Mr. Isaacson said that, yes, the choice would be between aesthetics and energy conservation.

Trustee Cromwell asked about the difference in warranty between imitation slate and composition asphalt shingles. Mr. Isaacson said that the Library's previously installed slate tiles were the top of the line at the time they were selected, and were represented as able to last for 50 years, yet they failed absolutely in less than 20 years. Mr. Isaacson remains skeptical about warranties and guaranties in light of actual experience. Composition asphalt shingles are now being observed with lives of 35-to-50 years. The grade that the project team is currently looking at is rated at 50 years.

Trustee Johnson asked how a delay on a photovoltaic decision would affect electrical costs. Mr. Isaacson said that nothing would prevent an easy installation at later date. Mr. Ford added that purchasing a new main switchboard is part of the current project, and this switchboard will have a "leg" for future attachment of a supplemental energy system. This will facilitate later photovoltaic installation. He added that nothing special would be needed with the PG&E interface.

Trustee Johnson asked whether it would be more damaging to the composite asphalt shingle roof if Solar panels were installed at a later date. Mr. Ford said that composition asphalt shingle is much more adaptable than the imitation slate for future Solar installation.

Trustee Foran said that he had read about TESLA developments in this field, and asked if the TESLA research might drive the cost down and produce an aesthetically designed product within the next 2 years. Mr. Isaacson said that TESLA has created a handsome shingle that is not available yet for commercial buildings. He added that this probably would not be available to benefit the Library in the near-term future.

Treasurer Slavitz asked whether the roof would be darker than represented in the illustrations considering the installation of the composition asphalt shingle, and whether a choice of solar panel colors against this darker shingle could create less of a contrast than currently represented. Mr. Ford referred back to the photo of the Tiburon Town Hall

roof, which is composition asphalt. There appears, and will always be, a strong contrast between the shingles and the Solar panels, as the panels reflect the color of the sky at any given time.

Treasurer Slavitz said that the project cost savings in choosing composition asphalt shingles would negate any cost added by the Solar panel installation. Mr. Ford replied that, yes, with the reduction for asphalt shingle, the cost of Option 1, the 40K system with 7 hours of backup capacity could be covered.

Treasurer Slavitz asked why the Agency would want to delay Solar installation if it is affordable now, given the savings on shingles. Mr. Isaacson said that it would be more important to take the shingles cost savings credit back into the project in the contingency line item, as project fundraising is slow at this time. With the current COVID-19 pandemic situation, the project might also experience future supply chain interruptions and other unexpected costs. Thus, conservation of funds is wise at this time. In addition, he feels it will be important for the Agency to view the completed building before making the aesthetic-changing decision of Solar panel installation.

Treasurer Slavitz asked if the in-Library educational component wall panel would still be viable if the decision to install Solar panels were delayed. Mr. Isaacson affirmed.

Trustee Weil asked for clarification of which Tiburon Town department would need to approve the change in shingle selection. Mr. Isaacson said that the Town had previously streamlined the project, so it would be the Town Council, not the Design Review Board, which would need to approve the change.

Trustee Johnson asked whether the entire energy value of the Solar panels would be lost if they were all placed on the northeast side of the building, away from the view from Tiburon Boulevard. Mr. Ford said that he had asked that question of the vendors, and they had responded that it would not provide worth reasonable energy generation for cost payback.

Chair Smith said that he supports saving money on shingles. He said that the Agency should also reconsider a generator. He emphasized the importance of the Agency weighing in on emergency power for future outages. A generator might be more important than Solar in terms of project expenditures in light of the need for community support during such power outages.

Chair Smith added that, on the other hand, the recommended Option 1 (the 40KW photovoltaic system) would only cover about half of the current energy usage of the Library. Therefore, future money-saving strategies should lean toward *more* Solar panels, i.e., the more expensive Options 2 and 3, with a greater immediate cost, but assurance of coverage of all the energy needs of the new building and of future cost savings.

Chair Smith opened the floor to public questions and comments.

Deirdre McCrohan of the Ark Newspaper asked how temporary offices in Fink fireplace room would be set up for the currently required social distancing. Director Mazzolini replied that the Library would not open until the State mandates, so the Staff will not be working in that space for some time yet. She added that, currently, only a maximum of 2 staff are in the building at one time, as needed.

Ann Aylwin, 56 Lagoon Road and member of the Library Foundation asked why there were no comparative quotes from additional vendors for each size of photovoltaic system presented. Mr. Isaacson said that the research had been done for a general presentation, and that no competitive pricing has been sought yet.

Ms. Aylwin said that, having done comparative pricing herself recently, she would like to share her vendor contacts with the Agency for additional consideration. She agreed that postponing a decision on the Solar panels would make sense if more pricing information can be provided. She said that overall price, future power cost savings, and environmental benefits should be priority considerations over aesthetics.

Ms. Aylwin asked about the possibility of Solar panels over the parking area. Mr. Ford said that possibility had not been explored yet, and though it has been done in other projects, it would change the look of the park and the view of the marsh, and might be a sensitive topic. Mr. Isaacson added that, if the Agency decides to postpone, additional research could be done regarding other types of solar structures. He also expressed concern about environmental considerations and required reviews with respect to additional structures close to the marsh.

Chair Smith added that, if the Agency decided to go forward with Solar, there would definitely be a solicitation of competitive bidding.

Ms. Aylwin asked whether solar battery backup would take the place of investing in a generator. Mr. Isaacson said that a generator is not part of the currently authorized project. A generator is a separate consideration. The power wall with battery backup and the generator would serve different functions: a generator is an emergency provider of energy, used mostly during wildfires and bad weather in late fall and winter when a lot of solar is not available. The battery backup does not provide as much energy use time as a generator, and is generally not used for longer-term emergency power generation, but is used to provide *some* power during the darker part of the day during the winter season.

There were no other public comments or questions.

Chair Smith opened the floor to a summary by each Agency member:

Vice Chair Amir said that, while it is important to maintain a visual aesthetic of the Library, it is more important for the Library, as a public Agency, to promote the practice of energy conservation in the community. The installation of Solar panels at the Library would provide a strong message to and educational opportunity for the community. Based on those considerations, combined with the future cost savings, Vice Chair Amir would support moving ahead with Option #1. She added that, while current budget savings are important, future savings are also important. Trustee Amir expressed concern about delaying a decision for a longer period, and concluded that the decision regarding Solar panel installation should be made sooner rather than later.

Trustee Cromwell said that he agreed with the need to shift to composition asphalt shingles. He felt that the Solar panel decision could be delayed. He favored its attractiveness in terms of future energy cost savings and as a message to the community. At the present time, financial stability and COVID-19 concerns should take precedence. Fire season could bring additional problems to consider, so the Solar decision could be made later.

Trustee Johnson agreed on the need to shift to composition asphalt shingles, and added that Solar energy is important, and that the Library should publicly promote energy savings. She would agree to a 2-step approach, but would not like to see the decision held off for very long.

Trustee Weil said that he would reluctantly support delaying solar at this point in light of financial issues and contingencies. He would like to have more discussion and receive more information about the consideration of a generator for the Library. He feels that the Library should be a place of refuge, and would like to be able to offer the community a place to gather during power outages.

Treasurer Slavitz said that he supports Solar panels at the Library. He is sympathetic to saving money now in light of fundraising and the economy. However, he feels that the cost of the Solar panels will not make or break the Library's financial situation at this time. It is 2020, and at this time in history, it is necessary for the Agency to follow the Town of Tiburon's lead and install Solar panels at the Library. With a payback of 8 years, the sooner the panels are installed, the better. Treasurer Slavitz added that he supports an Agency decision *now* because it doesn't make sense to purchase a generator now and wait to purchase solar later with battery backup, when the cost will be the same. He added that, as owners of a civic building, the Agency should approve Solar now so that it can be budgeted and be in place as a public statement when the new building is opened.

Trustee Foran said that he agrees on the shift to composition asphalt shingles, both with respect to the project budget and with flexibility for Solar panel installation. He said that he is impressed with the current research and development in the industry, but feels that waiting a year or two to decide on solar will not hurt the Agency. He would favor

deferring a decision on both Solar and energy storage until developments in the industry unfold.

Chair Smith said that he supports of the purchase of a generator for keeping the Library open to the public during power outages. He asked whether the Solar battery backup would support weeklong PG&E power outages. Mr. Isaacson said that the Solar will continue to provide power, but it is dependent on sunlight during those days. Solar provides only hours of backup. Generators provide days of backup.

Chair Smith said that he favors both the idea of the Library setting an example of green technology use for the community, and an Agency review of additional vendor and pricing options for the Solar panels. He commended Mr. Ford and Mr. Isaacson for an excellent presentation of the general options. He said that he would rather budget the generator over the Solar panels for safety's sake. He added that the Agency should consider that the construction project will most likely be completed with a debt balance for the Agency, and that fundraising success after the COVID-19 closure is lifted will be unpredictable. He would favor seeing the completed building before deciding on Solar, only if Solar would be reconsidered by the Agency within two months after building completion.

5. Belvedere Tiburon Library Foundation Report

Foundation President Rachael Ong reported that the COVID-19 situation is hampering fundraising events, but all foundation hands are on deck regarding the public Hero Campaign. The Foundation had great success with the Hero Campaign before the COVID-19 stay at home order, and continues to receive smaller donations. Foundation Members and Staff are directing public inquiries to the Foundation website for legacy giving. The purpose of the full page commissioned in the recent issue of the Ark Newspaper was to continue outreach and to show solidarity with the community during the current stay at home order. The Foundation will be very mindful of what approach to take with fundraising ones the stay at home order is lifted.

President Ong added that Foundation administrative and fundraising work continues with salaried employees working remotely. On April 6, Foundation Accountant Susan Bricarelli and Foundation Treasurer John Kunzweiler applied for an SBA loan for \$35,000, and received confirmation of award on April 15. Ms. Bricarelli has also applied for an SBA stimulus grant for an additional \$10,000 for help with payroll, and is still awaiting a response on that application.

President Ong said that she is pleased that the Agency is considering Solar for the Library building.

6. Financial Statements and Quarterly Treasurer's Report

Director Mazzolini and Clerk Johnson reported that, with 75 percent of the year passed, 55 percent of budgeted revenues have been received and 74 percent of budgeted expenditures have been made as of March 31. April receipts of tax monies confirmed to date bring revenue receipts to 84 percent of budgeted revenue. Revenues are projected to be over budget and expenses under budget for the fiscal year.

7. Committee Reports

Director Mazzolini reported that all programs have been cancelled due to the COVID-19 closure.

CONSENT CALENDAR

8/9. Motion to approve the Agency minutes of January 13, 2020, and April 6, 2020, and warrants dated January, February, and March 2020, made by Treasurer Slavitz, seconded by Trustee Cromwell, all in favor, passed.

Trustee Considerations:

10. Consideration of Updated Donor Recognition Policy

Director Mazzolini explained that the Library's counsel, who determined that the Library Agency is responsible for establishing this policy, since the Agency owns the Library building in which the donors will be recognized through naming and other plaques, had written the Policy. The policy stipulates the same type and style of recognition plaques in the new building as were used in the original building. The policy is an assurance that the Agency responds to and recognizes generosity appropriately.

Project Manager Isaacson added that look and feel of the recognition should be separated from the naming aspect of the policy. The Foundation leadership should submit designs to the Agency separately from the establishment of the recognition. Director Mazzolini affirmed this, that proposals for appearance of the recognition will be submitted to the Agency by the Foundation.

Trustee Cromwell added that the Agency retains the right to accept, deny, or revoke donations. Director Mazzolini added that the policy protects the Agency and the Library building and its public from inappropriate naming recognitions. Chair Smith affirmed that the Agency is responsible for the Library building and its contents.

Trustee Johnson asked whether the Agency would withdraw a naming recognition if there were an inability to fulfill a pledge because of a death. Director Mazzolini said that each case would have to be reviewed separately.

Trustee Amir asked whether processes for regularly scheduled review of donor recognitions would be established in order to fulfill and follow the policy. Chair Smith said that the Agency should work with the Foundation to establish a process, and asked whether all previously established donor recognitions would be reviewed. Director Mazzolini said that the Library's counsel is working on a process. Trustee Amir asked

that clarity be established as to whether the policy will actually require a review of prior donations.

Trustee Weil asked that the process include documentation of Agency approval and date of approval. He asked what the intent of the last sentence of paragraph 2 of section II was. Director Mazzolini said that the purpose of this was that the Director, on behalf of the Agency, would be authorized to implement the policy and inform donors. Trustee Weil said that the Director's authority was a given, and Director Mazzolini said that she preferred the clear statement be included as part of the policy.

Trustee Weill asked about the timing and scope of the recognition as stated on page 2 in paragraph 2 of the policy. Director Mazzolini said that this paragraph allows for the past donor agreements written through the Foundation to stand as previously written as they are reviewed by the Agency.

Deirdre McCrohan of the Ark newspaper added that it remains unclear whether under the new policy the Agency Board will take action on donors previously recognized or only on future donors. Director Mazzolini said that all donations to date and in the future would be reviewed by the Agency.

Motion to approve the Updated Donor Recognition Policy made by Trustee Cromwell, seconded by Trustee Johnson. Roll call vote: Vice Chair Amir Aye. Treasurer Slavitz Aye. Trustee Cromwell Aye. Trustee Foran Aye. Trustee Johnson Aye. Trustee Weil Aye. Chair Smith Aye. All in favor, passed.

11. First Review of Agency Draft Budget for Fiscal Year 2020/2021

Director Mazzolini said that tonight's review of the budget was initial, and that no vote would be expected.

Director Mazzolini and Clerk Johnson explained that the Revenue Budget for Fiscal Year 2020/2021 was based on a 4% increase over prior year actuals based on information received from the County of Marin through the Town of Tiburon and the City of Belvedere. Foundation Grants are currently budgeted at full historical amounts, although that will be reconsidered based on actual amounts received from the Foundation for the current fiscal year. Library fines and fees have been lowered from the prior year, based on the current no-fine policy throughout the library system. Interest has been lowered based on current economic trends.

Expenses have been budgeted based on the prior year, and will be updated before the next review based on vendor feedback and economic trends. Wages are based on a 3% cost of living increase, but that increase is balanced by a savings in the reallocation of staff duties, for an overall personnel category increase of 1%. Pension contributions and Health costs continue to increase. Building insurance has been increased, as the Library will procure insurance directly now, rather than through the Town of Tiburon. This was a preference of the insurance JPA, through which the Town and the Library procure insurance.

The budget will be studied and updated for the next review.

12. Consideration of the Feasibility, Cost, and Aesthetics of Photo Voltaic Panels on the Roof of the Library.

Chair Smith opened the floor to final comments from the Trustees.

Treasurer Slavitz said that, if the Agency consensus is to postpone consideration of Solar installation, the consideration of a generator should also be postponed

Trustee Cromwell said that he supports approving the composition asphalt tiles, and postponing both the Solar and generator decisions for less than one year from now.

Trustee Amir said that she would like for the motion to postpone Solar to include a specific time to reconsider, before the building is completed.

Chair Smith asked whether anyone supported waiting to reconsider Solar until the building is completed.

Trustee Foran suggested a two-year horizon.

Trustee Cromwell said that he would move to reconsider Solar before the building is completed and within one year.

Chair Smith asked Trustee Cromwell for a clearly stated motion.

Motion to approve composition asphalt shingles for both the new and the existing Library buildings and to reconsider the installation of Photo Voltaic Panels on the Roof of the Library within one year made by Trustee Cromwell, seconded by Trustee Foran. Roll call vote: Vice Chair Amir Aye. Treasurer Slavitz Aye. Trustee Cromwell Aye. Trustee Foran Aye. Trustee Johnson Aye. Trustee Weil Aye. Chair Smith Aye. All in favor, passed.

COMMUNICATIONS & ANNOUNCEMENTS

13. Schedule of 2020 Meeting Dates

The next meeting of the Agency is on Monday, May 18, 2020 and will be held in virtual format again.

Chair Smith adjourned the meeting at 8:30 pm

Respectfully Submitted,

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