

**SPECIAL Meeting  
BELVEDERE-TIBURON LIBRARY AGENCY  
Belvedere-Tiburon Library, Tiburon, California  
February 22, 2022  
As Approved on March 21, 2022**

**Roll Call, Present:** Chair Jeff Slavitz, Vice Chair Ken Weil, Niran Amir, Thomas Cromwell, Lawrence Drew, Maureen Johnson, Roxanne Richards

**Members Absent:** None

**Also Present:** Crystal Duran, Glenn Isaacson, Nancy Kemnitzer, Jenna Ervice, Deirdre McCrohan, Kristin Johnson

**CALL TO ORDER:** Chair Slavitz called the meeting to order at 6:17 pm

**OPEN Forum:**

Chair Slavitz opened the floor to comments or questions from the public. There were none.

**1. SPECIAL TRUSTEE CONSIDERATION**

**MOTION TO APPROVE RESOLUTION NO. 274-2022 PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY EXECUTIVE ORDER N-08-21, DATED JUNE 11, 2021, AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE BELVEDERE-TIBURON LIBRARY AGENCY FOR THE PERIOD FEBRUARY 13, 2022 – MARCH 13, 2022 PURSUANT TO BROWN ACT PROVISIONS made by Trustee Johnson, seconded by Trustee Amir.**

**Ayes: Jeff Slavitz, Ken Weil, Niran Amir, Thomas Cromwell, Lawrence Drew, Maureen Johnson, Roxanne Richards**

**Absent: None**

**Noes: None**

**Motion Passed.**

**2. Chair's Report**

Chair Slavitz reported that Agency Members and Glenn Isaacson had been meeting with the Contractor and Architects to clarify the project schedule going forward.

**3. Library Director's Report**

Director Duran provided a detailed report on several aspects of library operations:

**Reopening and Library Usage:** Director Duran noted that the Library re-opened to the public on January 31, 2022, and that children's, teens, and adult high-interest items are available for browsing. Since opening, the library staff hosted 1,700 visitors, answered

over 400 reference questions, and facilitated the circulation of 2,200 items. The Library is following current state COVID guidelines.

**2021 Library Activity:** Library Staff served the community during COVID and construction closure with distribution of 2,500 children's and teen's activity kits, online programs, circulation of 24,726 items, and answering 6,108 inquiries. In addition, 129 new users were issued library cards and 104,154 user website visits were counted.

**Programs:** In-person programs will resume mid-March in enclosed outdoor spaces at the Library. In addition, virtual programs will continue to be offered, to allow options for attendees.

**Priorities:** Director Duran will focus on current year performance analysis and next year's budget planning, completing the Library renovation, staff organization, Foundation activities, an audit and update of Library policies, and Library internal operating procedures.

**Personnel:** Director Duran has provided COVID guidelines to staff based on the latest CDC, Marin County, and Cal-OSHA requirements, including the use of State SB114 allowance for supplemental paid sick leave. Current staffing is short by 16 part-time staff lower than the level prior to COVID and construction closures. The Library is open to the public 42 hours per week, compared to 60 hours prior to the closures. Director Duran will take a short-term leave at the end of March into April. She will be working from home with full access to in-office communication platforms and data, and will participate in regular meetings. The Assistant to the Director for Library Services will provide contact and assistance as needed. Trustee Drew asked about a possible addition of an Assistant Director. Director Duran explained that there were already 2 high-level Assistants to the Director (Library Services and Admin.), and no additional staffing in this area is planned.

**State Library and other Regional Updates:** In the near future, the Library will be able to participate in a statewide eBook platform, the Palace Project, which will provide more digital content to Library users. The platform is currently under a pilot test with various California libraries.

Several grant opportunities are available through the State Library, and it is possible that the Library could have a chance at qualifying for an infrastructure and capital improvement grant related to Solar and Generator installation, since, especially the Generator would allow the Library to serve as a community center during a power failure or disaster. The grants are geared toward Libraries with greater financial need, but it is worth a look regarding the backup power capital projects. Funds awarded would need to be expended by March, 2024.

Director Duran is a Board member of the California Library Association, will be attending the CLA's Annual conference in Sacramento, and has encouraged staff to submit proposals to share any work or lessons learned, and would also like for several staff, and possibly Foundation and Agency members to attend available workshops.

Chair Slavitz thanked Director Duran for her high level summary of Library Activities and plans. He added that Director Duran had been recently introduced to the Tiburon Town Council, and asked Belvedere Council member Nancy Kemnitzer to inquire about introducing her to the Belvedere City Council soon. Trustee Amir added that she and

Director Duran would soon be meeting with the Supervisor and 3 Principals of the Reed Union School District, in addition to presenting an annual report to the District Council in April.

Chair Slavitz added that a joint Agency-Foundation meeting is planned for April.

#### **4. Expansion Update**

Project Manager Glenn Isaacson reported that he has been meeting with the contractor and the architect recently, focusing on coordination of all parties with a goal of a clear, precise schedule and dollar-wise strategy for completion of the Project, specifically the exterior and the renovation of the original library building.

The remaining exterior work plan has been clarified, and work will begin soon.

The plans for the original library building interior renovation are complete and are out for subcontractor review, pricing and scheduling.

In the original building interior, the framing is finished for all interior new spaces, so that the layout is now clearly visible. Restroom work proceeded smoothly through electrical, drywall, and painting. Unfortunately, the tiling contractors were all unavailable for several weeks, due to a COVID outbreak in their ranks, and are now in the process of completing the work after the delay. Finishing work is ongoing, and electrical work will begin tomorrow.

In the new building, new furniture will arrive this Friday. The donor granite wall will also be arriving for installation at the main entrance.

Project Manager Isaacson addressed a recent comment published in the Ark Newspaper as to why the Project is costing so much, including an analysis of total project cost divided by the square footage of newly built portion of the building. Mr. Isaacson said that the Project is more complex than just the new building, and any analysis must include also the square footage of the previously existing 10,000 square feet, which is being fully renovated, and all of the exterior site work for the Town Hall, Zelinsky park, and Library grounds, and the Tiburon Boulevard work, including divider/planters, curb changes, and a new left turn lane. The project cost also includes furnishings. When analysis includes all these factors, the cost per square foot is in line.

Trustee Cromwell asked about the purpose of the wooden railing in the front of the Library. Project Manager Isaacson explained that this is a visual guide for the exit route in case of emergency. Because there is a construction fence around the Library, the wooden fence is required to clarify a pathway to an opening in the construction fence. The wooden fence will be removed when the construction fence is taken down.

#### **5. Foundation Report**

Foundation Executive Director Jenna Ervice reported on behalf of President Suzannah Scully. The Foundation has exceeded its original \$750,000 Capital Campaign goal for this year by the end of January, having raised \$866,000 thus far. Foundation members and staff are still hard at work with new ideas for events and strategies for continued

Capital Campaign fundraising. A second Capital Campaign Foundation reunion is planned for March, coordinated by Bonnie Spiesberger. The December event brought in a \$50,000 contribution, and a fundraising volunteer.

The Tiburon Chamber of Commerce is partnering with the Foundation to develop opportunities for support by the local business community. This will bring in smaller contributions, and will provide more visibility in the community.

The Grand Opening Committee kickoff meeting will be held in March at the Tiburon Town Hall, thanks to Patti Pickett. The opening celebration is planned for September 15 through 17. Thursday night, September 15, will be a private event for a select group of major Capital Campaign donors. Friday night, September 16, will be the opening of the Art Committee's Renewal exhibit for other Capital Campaign donors, open house style. Saturday, September 17, will be an open event for the entire community, featuring speakers, story times, outdoor play areas, and other activities, possibly including food trucks, and/or a picnic.

The Bookmarks are hoping to host a Teddy Bear Tea in April outdoors. Pamela Goldman and Whitney Lee are coordinating this event.

A spring mailer mass solicitation is also in the works.

Suzannah Scully and Jenna Ervice have been reviewing the Foundation's infrastructure, including marketing, stewardship of donors, enhancements in processes, and better publicity for naming opportunities. A new marketing committee will be formed, focusing digital outreach, gaining more social media followers, and reaching a younger demographic for engagement with the Foundation.

## **6. Agency Financial Statements and Quarterly Treasurer's Report December 31, 2022**

Clerk Johnson reported that, after receipt of most of the December taxes in January and February, the revenues are close to 55% of budget, par for year-to-date. Expenditures are slightly higher than the expected 50% (at 52%) due to early subscription payments, early annual unfunded pension liability payments, and to recruiting expenses.

Director Duran and Clerk Johnson are updating projections for this fiscal year and have drafted a budget for next fiscal year for Executive committee review by early April. An updated budget draft will be presented in May, and a final draft for approval will be presented in June.

Trustee Richards asked about the ERAF revenue increase from fiscal year 2020 to fiscal year 2021. Clerk Johnson explained that ERAF fluctuates, and is not predictable, as the State authority decides each year what to return to municipalities and agencies from prior tax withholdings for education. This year's budget is based on a recommended estimate from the Marin County accounting office.

Trustee Weil asked when an estimate for next fiscal years' taxes might be available. Clerk Johnson said that projections had already been received from the County, projecting a 7.83% increase for Belvedere and a 5.15% increase for Tiburon. The draft budget includes estimates based on those projections.

#### **7. Treasurer's Report on Expansion Line of Credit**

Chair Slavitz reported that there has been no change yet as to the estimated borrowing of \$2,500,000. The Project will begin drawing from the line of credit next month.

#### **8. Committee Reports**

There were no committee reports.

### **CONSENT CALENDAR**

#### **9/10. Motion to approve the Minutes of January 10, 2022, and the Warrants dated January, 2021, made by Trustee Richards, seconded by Trustee Amir.**

##### **Roll Call Vote:**

**Ayes: Jeff Slavitz, Ken Weil, Niran Amir, Thomas Cromwell, Maureen Johnson, Roxanne Richards**

**Absent: Lawrence Drew**

**Noes: None.**

**Motion Passed.**

### **TRUSTEE CONSIDERATIONS:**

There were no additional trustee considerations on the Agenda for this meeting.

#### **13. Meeting Dates**

Director Duran anticipated no changes to the Agency Meeting schedule at this time.

Clerk Johnson announced that the next Regular meeting, Monday, March 21, was missing from the schedule.

**Chair Slavitz adjourned the meeting at 7:25 pm.**

Respectfully Submitted,

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