

**REGULAR Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
April 18, 2022**

(As corrected and approved on May 16, 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, Jeff Foran, Nancy Kemnitzer, Suzannah Scully, Deirdre McCrohan, Kristin Johnson

CALL TO ORDER: Chair Slavitz called the meeting to order at 6:15 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. 276-2022 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 APRIL 13, 2022 – MAY 13, 2022 PURSUANT TO BROWN ACT PROVISIONS made by Trustee Cromwell, seconded by Trustee Johnson.

Roll Call Vote:

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

There was no report from the Chair. Trustee Cromwell asked that everyone welcome former Chair and Building Committee member Jeff Foran who is in attendance this evening.

3. Library Director's Report

Director Duran reported that the Library has successfully welcomed 9,000 visitors since the January partial opening. Library users visit in a continual stream, with Mondays and

Saturdays a bit lighter. Staff have resumed a number of Library programs: Story times on Tuesdays and Wednesdays, Teen Book Club (in person on the patio), and Friday Technology programs on tablets & smartphones, taught by Librarian Ivan Silva. Staff are also polling Library users regarding their interest in programs.

The Circulation staff are selling used books again: \$1 paperbacks and \$2 hardbacks. The Library is still limiting acceptance of used books. Corner Books will take on the primary role for accepting and selling books once the space is fully open. Trustee Richards advised that Staff reach out to Heather Lobdell and other Corner Books volunteers for planning.

Business hours for the Library have been increased to 10-6 Monday through Thursday and 10-5 Friday and Saturday. The Library is not currently open on Sunday, due to staffing capacity. Staff will monitor Library user visits and inquiries regarding future open hours. More hours will be added when additional staff are hired after the renovation is completed. Once the Library is able to open on Sunday, new weekend programs will be added. Chair Slavitz asked about the level of Library staffing needed. Director Duran said that she plans to hire back same level of FTE's the Library carried before closing for COVID and the renovation, including some key new positions for Children, Teen, and Adult Library services and Program support. This will be discussed in relation to the May Agency meeting budget review.

California Libraries now have access to a State Library Parks Pass which can be checked out. The pass allows admission to 200 State and National parks in California.

4. Expansion Update

Project Manager Glenn Isaacson thanked Former Chair Jeff Foran for his effective help with the Project. Along with Chair Slavitz, the team recently met with the contractor and were able to resolve differences regarding the Project schedule and budget. The team reached an agreement on an end price and a firm August 15 completion date.

The Project work team has returned to the site in full force, which is very encouraging. As of today, they have moved earth, harvested paving blocks for re-use, removed the temporary outdoor toilets, brought the new restrooms far enough along for public use, and removed 2 of 3 outdoor storage containers. Window shades were installed in the new building area.

The team will now continue the indoor renovation and exterior work. Every trade is now present in full force to complete the Interior work, including HVAC, plumbing, electrical, and framing. Exterior work will involve closing the main entrance to the Town Hall and re-routing entry to the back door, so that ADA pathway construction can begin this week. The Tiburon Boulevard plywood fence has been removed, which helps the street appearance of the Library, and will allow for outdoor surfacing work to begin there.

Permanent restrooms became operable as of April 8. The restrooms are not fully complete: temporary sinks have been installed until final products arrive for installation at a later date. The restrooms are working, ventilated, and ADA compliant. However, occupancy of the Library is still limited to 100 persons until the work is completed.

5. Belvedere Tiburon Library Foundation Report

Foundation President Suzannah Scully reported that several events are in the works, and the Foundation members are focusing on marketing, office organization, and fundraising strategy.

The Teddy Bear Tea will be held for the first time since 2020. The event is scheduled for Saturday, May 21. Ticket sales have been great so far.

Planning for Grand Opening events and ceremonies will begin with a Tuesday, April 26 meeting.

Foundation marketing includes a monthly email newsletter, which is receiving a great response from donors and volunteers. The letter included requests for such, and some high quality candidates have come forward.

There will be a temporary foam-core board honorary installed in Library to recognize donors, along with a posting of newsletters and other marketing posters on the bulletin board near the Library parking lot entrance. Thanks to the graphic design team of Kelly Lauber, and Jenna Ervice.

Foundation Staff and team will now begin preparing budgets for the coming fiscal year. Library Director Crystal Duran and Foundation Executive Director Jenna Ervice will also draft an MOU between the Library Agency and the Foundation (for clarity of teamwork on fundraising and budgeting) to be reviewed and approved by the respective Boards.

6. Financials

Clerk Johnson reported that, with 75% of the year passed, 55% of budgeted revenues have been received, which is on par for this time of year. Most of the remaining taxes for the fiscal year should arrive in late April. Expenses are at 79% of budget, compared to a normal 72-75%, due to benefit payouts related to staff retirements, recruiting expenses, and to the rental of outdoor toilets to allow for the opening of the Library to the public.

Trustee Richards noted that there was a sizeable remaining balance in the Library's Public Relations budget for this fiscal year. She suggested that it would be useful for the Agency to think about using the remainder, not only for the Library Grand Opening but also for a public relations strategy as the Library reopens its doors.

7. Treasurer's Report on Expansion Line of Credit

Treasurer Slavitz reported that the budget increase (Item 11) on the Expansion Project will also increase the potential borrowing on the Line of Credit for the project. There will also be a discussion on the possible use of some of the Agency's reserves for the Project in conjunction with budget review at the May and June Agency meetings.

8. Committee Reports

There were no committee reports.

CONSENT CALENDAR

9/10. Motion to approve the Minutes of March 21, 2022, and the Warrants dated month of March, 2022, made by Trustee Johnson, seconded by Trustee Cromwell.

Roll Call Vote:

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

Absent: None

Noes: None

Motion Passed.

TRUSTEE CONSIDERATIONS:

11. CONSIDERATION OF APPROVAL OF RESOLUTION 277-2022 AUTHORIZING AN INCREASE TO THE BUDGET FOR THE EXPANSION PROJECT AND AUTHORIZING RELATED PROJECT CHANGE ORDERS.

Project Manager Glenn Isaacson explained that this resolution reflects a review, discussion, and agreement with the contractor regarding activities, materials, and changes needed to complete the Project at this time. The review resulted in the need for a Project budget increase of \$625,000, bringing the total Project Cost to \$18,310,070. This total includes a remaining contingency of \$260,000. The total not to exceed number for the Alten Construction contract is now \$14,141,095, and this amount should be corrected in item 3 of the Resolution on page 11-4 of the packet.

With that correction in place, Project Manager Isaacson recommended that the Agency act favorably on Resolution 277-2022.

Trustee Cromwell said that this type of change is to be expected with any project of this size and duration. Project Manager Isaacson added that this increase in the project budget represents 3% of the total cost, added to a prior 3% increase, for a total 6% increase. This level of increase is not unusual for this type of project, especially with the current inflationary pressures.

Former Chair Foran added that, in consideration of COVID issues, architects, contractor, permitting, and supply chain issues in the current business climate, this increase is modest. Agency Trustees expressed general agreement.

Project Manager Isaacson said that, soil work and building inspections still on the horizon, there could be additional changes, as these areas are not predictable.

Trustee Richards thanked Mr. Isaacson for his efforts in getting an end date confirmed for the project and asked all present to also recognize the Foundation members and private donors who continue to support the project to see it through. Vice Chair Weil added that this is a positive reflection on the dedication and values of the community.

MOTION TO APPROVE RESOLUTION 277-2022 AUTHORIZING AN INCREASE TO THE BUDGET FOR THE EXPANSION PROJECT AND AUTHORIZING RELATED PROJECT CHANGE ORDERS made by Trustee Richards, seconded by Trustee Johnson.

Roll Call Vote:

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

Absent: None

Noes: None

Motion Passed.

12. Meeting Dates

The next Regular meeting is scheduled for Monday, May 16, 2022 at 6:15pm, via Zoom.

Chair Slavitz adjourned the meeting at 6:52 pm.

Respectfully Submitted,

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