

Regular Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
January 11, 2021
As approved on February 22, 2021

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

Members Absent: None

Also Present: Glenn Isaacson, Deborah Mazzolini, Deirdre McCrohan, Kristin Johnson

CALL TO ORDER: Chair Smith called the meeting to order at 6:22 pm

OPEN Forum:

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

1. Chair's Report

Chair Smith reported that the Library is always busy, patrons are appreciative, and that planning continues for additional walk-throughs when that is possible again.

2. Library Director's Report

Director Mazzolini reported that the Library looks great from up on the Old Saint Hilary's hill. The exciting changes are visible, and neighbors like to chat about it. She thanked Project Manager Glenn Isaacson for keeping the project moving.

Director Mazzolini has been working with COVID policy and documentation under new state rules. She has finalized a COVID Prevention Plan delineating how the Library will respond to COVID cases, outbreaks, in terms of sanitation and reporting.

The Library Staff are hard at work serving patrons via curbside service Monday-Saturday. Reference Staff are available Monday through-Friday by phone or chat all day. Many patrons are actively using our Technology support resources through the Reference Department. Reference staff is busy all day.

Belvedere Mayor Nancy Kemnitzer has formed a committee in Belvedere regarding Senior Services and how to serve and protect local elderly people living alone. Director Mazzolini is working Mayor Kemnitzer to develop a committee for Tiburon and there will be a report next week from Library Staff regarding this. Staff are working hard and receiving compliments from patrons.

Trustee Drew asked how the Library was able to compensate personnel during the pandemic and economic slowdown. Director Mazzolini said that the Library is fortunate to have been organized as a California Joint Powers Agency, so is not affected by Sales Tax

downturns, as most Library Revenues come from Property Taxes. She added that some libraries in other towns and cities rely heavily on Sales Tax. The Library's Revenue budget has been stable. There were layoffs all of part-time Staff due to reduced work availability. The Library is hoping to rehire the part time staff when construction is completed and businesses open up again.

Trustee Weil asked about the weeding process in preparation for the migration to the new portion of the building. Director Mazzolini said that each Staff member is actively weeding an assigned subject area of the collection. Staff are also starting to tidy up and to pack boxes for storage or migration

Chair Smith said that he had successfully negotiated a very good rate for staff parking in the lot at 1550 Tiburon Boulevard for the coming year. The Library had previously contracted to lease the entire lot during construction. The lease ended December 1, and subsequently the Town of Tiburon waived parking limitations on Mar West to accommodate library expansion construction workers. Going forward, the Library will pay the negotiated monthly rate for a number of staff spaces, and patrons will be able to use the lot for a limited time period, or for longer by paying the fee in the box on the lot.

3. Expansion Update

Project Manager Glenn Isaacson reported that currently, coordination among the sub-contractors is very critical, as many of them are active on site. Activities include sprinkler, plumbing, drywall, HVAC, and electrical installation along with painting. Windows will arrive in about 10 days for installation. Then the rest of the trim and exterior shingles will be placed. Eaves are being painted their final color, and this provides a good perspective of how the completed building will look. This is especially true on the North side of the building, as shingle installation in that area is well along.

Planning has been underway for furniture purchasing for the new Children's area. About 60% of the current furniture in the Children's Room will be re-used, and items needed have been identified and will be ordered. The same process will happen with the adult collection and the teen collection so that furniture can be ordered well in advance of need.

Electrical pads along Mar West Street have been poured and have passed inspection. Massive electrical switching gear has arrived and will be installed soon. The storm-water retention basins have been formed and plumbed. The weather has been cooperative so there have been very few rain days which would cause work stoppage.

Chair Smith asked who is selecting the furniture. Project Manager Isaacson said that the team includes Architect Chris Ford, architectural interiors staff, Director Mazzolini, Children's Librarian Alicia Bell, and himself. Within the next few weeks, pricing and delivery dates of the Children's furniture will be known. Ordering for other areas of the Library will be done as soon as possible.

Treasurer Slavitz asked about the timing for the previously discussed mockup of how the solar panels will look on the completed roof. Project Manager Isaacson said that a computer mockup rendering could be done in a month or so

4. Foundation Report

Chair Smith reported that the Foundation's Hero Campaign had kicked off, and is going well. Some substantial matching grants have been received. President Ong will report at next month's meeting.

5. Agency Financial Statements December, 2020, and Quarterly Treasurer's Report

Clerk Johnson reported that December Tax Revenues are mostly in, and with 50% of the year passed, Revenues are at about 46% of Budget. Very little ERAF has yet been received for the half-year mark.

Expenses are on par with Budget at 50%, with some areas higher due to substantial or full Insurance, Pension, and MARINet, Magazine and Digital Subscriptions payments made early in the fiscal year.

Trustee Drew asked about ERAF. Chair Smith and Director Mazzolini explained that this is the Educational Relief Augmentation Fund, which is withheld from the Library's Property Tax Revenue and the refunded to the Library as determined by the State needs each year.

Trustee Drew also asked about the Parcel Tax. Clerk Johnson explained that it is used to fund the 1997 CFD Bonds which were issued in order to build the original Library.

As Office Supplies are a little high due to COVID PPE purchases, Trustee Cromwell suggested exploring cooperative purchasing with the Town of Tiburon and/or the City of Belvedere.

6. Committee Reports

Director Mazzolini reported that, other than some online programs, the committees are not active at this point in time.

CONSENT CALENDAR

7/8. Motion to approve the Minutes of November 16, and the Warrants dated November and December, 2020, made by Trustee Cromwell, seconded by Trustee Johnson.

Roll Call Vote: Ayes: Vice Chair Amir, Treasurer Slavitz, Trustee Cromwell, Trustee Weil, Trustee Johnson, Trustee Drew, Chair Smith. Noes: None. Passed.

TRUSTEE CONSIDERATIONS:

There were no trustee considerations at this meeting.

9. Meeting Dates

The next BTLA meeting is scheduled for Monday, February 8th, at 6:15pm via Zoom. This is the 2nd Monday of February, rather than the 3rd, due to the President's Day Holiday.

Chair Smith adjourned the meeting at 7:00 pm for a CLOSED SESSION.

Motion to adjourn for closed session made by Trustee Johnson, seconded by Trustee Drew.

Roll Call Vote: Ayes: Vice Chair Amir, Treasurer Slavitz, Trustee Cromwell, Trustee Weil, Trustee Johnson, Trustee Drew, Chair Smith

Return from CLOSED SESSION at 8:00pm.

Chair Smith announced that the Library Director's contract was discussed with changes which have not yet been decided, and will be discussed at the next Agency Meeting.

Chair Smith adjourned the meeting at 8:00pm

Respectfully Submitted,

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