

REGULAR Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
May 17, 2021
As approved on June 21,2021

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

Members Absent: Vice Chair Niran Amir

Also Present: Deborah Mazzolini, Glenn Isaacson, Ann Aylwin, Roxanne Richards, Jason Duran, Kristin Johnson, Deirdre McCrohan

CALL TO ORDER: Chair Smith called the meeting to order at 6:15 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 Belvedere City Council has authorized a contribution of \$150,000 to the Library Expansion Project subject to the City's receipt of Federal COVID American Rescue Funds from the Federal Government in at least that amount.

The Library Director Search is underway and a committee report will be presented.

2. Library Director's Report

Director Mazzolini reported that she and Expansion Project Manager Glenn Isaacson will make a presentation before the Reed Union School District Board tomorrow evening with focus on current ongoing children and teen programs, on the footprint of the new children's and teen spaces, on timing of opening and future programs, and on future relationships with the schools.

Library Staff is hard at work packing books and other items for storage or moving in preparation for the upcoming migration to the newly constructed area of the building. The older part of the building will be refurbished as soon as the migration takes place.

Fundraising walk-throughs of the new construction area are continuing in the evening and on Saturdays.

Art Committee Chair Brenda Bottom and Director Mazzolini have been working on policy development for filling the beautiful new gallery and for curating the art shows. The first installation will be a 2-month show and includes items from the de Young Museum.

Chair Smith expressed appreciation for the Library's Teen Librarian, Rebecca Jung, for her presentation on teen programs at the Belvedere City Council Meeting. He added that many patrons have been grateful for the Staff's friendly service during the shutdown.

3. Expansion Update

Project Manager Glenn Isaacson reported that most of the work during the last month has been on the exterior site work on the Tiburon Boulevard side of the building. The concrete seating steps and main entry ramp, trellis, foundation for donor wall, and fenced children's terrace have been poured, and everything is taking shape and looks great. Future planting will enhance these front areas and the retention basins.

The interior data and power wiring are mostly complete. The switchover of the new electrical system, i.e. turning on the power in the new building and the new computer room, will be critical for the staff migration and for business to continue. That step is controlled by PG&E.

Ceiling completion has been delayed by the Town of Tiburon's third-party review process. Stamped approval should be received by the Town tomorrow, which will allow for completion of the ceilings, and the subsequent progression of painting, trimming, cabinet making, and floor covering. The Staff migration is now planned for late June or early July. Final completion is projected for late fall.

Work continues on the elongation of the Tiburon Boulevard left turn lane with as little traffic disruption as possible. The planted median strip will also be restored to its pre-1997 Library length.

A new fire hydrant has been installed between the Library and the Town Hall. The Fire Line was located across the Boulevard, so a trench had to be dug and traffic mitigation was required. The Fire Lines have been completed and pressure tested.

Trustee Cromwell asked about the Town of Tiburon third party review process. Mr. Isaacson said that the third party conducts the review on behalf of the Town. Once the Town has signed off, the Contractor can request a site inspection. Trustee Johnson asked about the timing of the inspections. Mr. Isaacson said that inspection should be initiated in a matter of days after plans are approved.

4. Foundation Report

Foundation Vice President Ann Aylwin reported on behalf of President Ong that the Hero Campaign stands at 120 heroes with \$812,539 raised. Matching Donors remain just shy of the Hero Campaign's \$500,000 goal. There will be a Capital Campaign e-blast during the summer, and Foundation members will be reaching out, although Summer activity is expected to be slow. President Ong has organized small-circle events through September.

Foundation Member Kelly Lauber has launched a pre-school initiative to encourage Summer reading and stimulate interest in the Library. Also, the Teen Summer activity packs organized by Teen Librarian Rebecca Jung will include campaign bookmarks.

The Foundation has recognized \$45,000 for this year's annual giving campaign. Efforts will return to a focus on general Library fundraising and related outreach events when the Expansion campaign is completed.

5. Agency Financial Statements April, 2021

Clerk Johnson reported that, with 83% of the year passed, 55% of budgeted revenues have been received, and expenses are at 79% of budget. Operating expenses have been slightly lower than normal due to COVID and construction. The Library is expected to end the year with Revenues slightly over budget and expenses slightly under budget.

6. Committee Reports

Treasurer Slavitz reported that he and Trustee Weil met with Bradbury Miller personnel last week regarding the Library Director Search schedule. The best time for a new Library Director to come on board is assumed to be January, 2022. The search will commence in July, with advertising approved by August 12. This may require an August Special Agency Meeting on or before August 12. In addition, an October 14 Special Meeting is requested, with a 2-hour interview session on Zoom for 6-to-8 candidates. Special Meetings are also requested for October 25 & 26 for Semi-final interviews, and for November 11 & 12 for final interviews.

Trustee Johnson asked whether the search firm would ask the interview questions. Treasurer Slavitz said that the search firm would help create the questions for the Trustees to ask in the interviews. Trustee Cromwell asked whether Trustees could also initiate questions. Treasurer Slavitz affirmed, albeit within permissible definitions.

Treasurer Slavitz reported that he, Director Mazzolini, and Assistant Kristin Johnson have met with representatives from the firm Wulff Hansen regarding Pension Obligation Bonds (POB's). The firm has proposed several scenarios to sell bonds with different payback periods, and proposed savings of about \$15,000 per year. The firm would like to present their proposals before the Agency Board at a future meeting. This POB is one possibility for addressing the Agency's Unfunded Accrued Pension Liability. Interest rates are low now, so it may be advantageous to look in to this particular option.

CONSENT CALENDAR

- 7/8. Motion to approve the Minutes of April 19, 2021, and the Warrants dated April, 2021, made by Trustee Johnson seconded by Treasurer Slavitz.**

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

Noes: None. Motion Passed.

TRUSTEE CONSIDERATIONS:

9. Consideration of First Draft of Belvedere Tiburon Library Agency Budget for Fiscal Year 2021-2022

A budget draft for Fiscal Year 2022 was presented by Clerk Johnson. Special items for this fiscal year included interest on Expansion Line of Credit borrowing, a transfer of the 5% CalPERS Employer Paid Member Contribution from the Employer to the CalPERS Classic Employees (PEPRA Employees not affected), the recruitment of a new Library director due to the upcoming retirement of Director Mazzolini, a reduction in book purchases due to emphasis on technology and online resources, a reduction in Public Relations due to electronic versus paper newsletters, a large increase in insurance costs due to industry-wide increases and to the estimates for the new building, and a general estimated increase in some Building Expenses due to its larger size.

At the request of several Trustees, it was determined that the Books & Other Materials expense should be kept at higher previous levels due to restocking needed for post-construction re-opening and that the Public Relations expense should also be maintained at a higher level for continuing outreach. In addition, the borrowing needs for the expansion should be examined in further detail and delineated clearly on the Budgeted Changes in Cash Statement and Projected Balance Sheet.

10. Meeting Dates

The next BTLA meeting is scheduled for Monday, June 21st, at 6:15pm via Zoom.

Chair Smith adjourned the meeting at 8:07 pm.

Respectfully Submitted,

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