

REGULAR Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
March 21, 2022
As approve on April 18, 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, Suzannah Scully, Deirdre McCrohan, Kristin Johnson

CALL TO ORDER: Chair Slavitz called the meeting to order at 6:14 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. 275-2022 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 MARCH 13, 2022 – APRIL 13, 2022 PURSUANT TO BROWN ACT PROVISIONS made by Trustee Cromwell, seconded by Trustee Richards.

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 the Agency and the Foundation are still working on setting a date for a Joint Agency-Foundation meeting.

3. Library Director's Report

Director Duran reported that the new Library space has been open to the public for eight weeks. The staff continue to modify the space for increasing services. There are now two computer stations, two self-checkout stations, a study room which can be reserved for up to two hours and will accommodate up to four people, a print and copy station,

and added seating both indoors and outdoors. The staff have hosted 5,500 visitors, facilitated 5,400 checkouts, and answered over 1,000 reference questions. Director Duran and the Library Staff are working with the staffing schedule to expand business hours for both weekday evenings and weekend days.

The Library hosted the first in-person Baby Storytime in two years on March 16, with 20 babies and parents attending. This Storytime will now continue weekly. A morning Storytime will be added in April. The Teen Book Club will also resume on a Saturday afternoon in April, possibly with a hybrid online/in-person format. During the pandemic, it was noted that more teens engaged when virtual formats became available. Chess Club will also resume in April, meeting weekly on Wednesdays.

Director Duran and Staff Librarians have been developing community connections and local participation in the schools to nurture Library growth which complements community needs and activities. Trustee Richards suggested that the Staff not only participate in local public, but also private school activities.

Application for a State Library Grant which would potentially help fund solar panels and a backup power source for the Library has been delayed until next year, based on research and communication with key State Library staff. This will allow Library Staff and Agency time to assess local needs, craft a compelling application, and evaluate match options.

4. Expansion Update

Project Manager Glenn Isaacson reported that work is proceeding on the physical interior of the original building, including door frames, glazing, restrooms, and electrical work.

The Project Team is still working on a conclusive costing schedule for the interior work. This Wednesday, the Team will meet with the contractor.

The donor granite frame is in place at the main Library entrance. Trustee Richards noted that the donor names have been listed on the Foundation Website, available for donor corrections.

5. Foundation Report

Foundation President Suzannah Scully reported that the Foundation raised \$14,390 in February.

The Teddy Bear Tea has been tentatively scheduled for May 21st, outdoors on the patio, with a Storytime held indoors.

The Library Grand Opening Committee kickoff meeting will be held at the Tiburon Town Hall tonight. The planned schedule includes a donor event on Thursday, September 15, an Art Exhibit donor event on Friday, September 16, and a community event with ribbon

cutting, food, and various activities on Saturday, September 17. Marketing for the event is in the works.

Last week's monthly newsletter received a great response, with a number of library tours requested, and 50% viewing rate by recipients online. The response indicates that donors and patrons want to hear about and participate in Library activities.

6. Financials

Clerk Johnson reported that, with 67% of the year passed, 55% of budgeted revenues have been received, which is on par for this time of year. Expenses are at 72% of budget, compared to a normal 65-67%, 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.

7. Treasurer's Report on Expansion Line of Credit

Treasurer Slavitz reported that the borrowing estimate to complete the Expansion Project remains at \$2,500,000 at this time.

8. Committee Reports

There were no committee reports.

CONSENT CALENDAR

9/10. Motion to approve the Minutes of February 22, 2022, and the Warrants dated February, 2022, made by Trustee Weil, seconded by Trustee Amir.

Roll Call Vote:

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

Absent: None

Noes: None

Motion Passed.

TRUSTEE CONSIDERATIONS:

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

13. Meeting Dates

The next Regular meeting is scheduled for April 18 at 6:15pm via Zoom.

Chair Slavitz adjourned the meeting at 6:41 pm.

Respectfully Submitted,

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