

AGENDA
BELVEDERE TIBURON LIBRARY AGENCY
Regular Meeting of Monday, *September 19, 2022*, 6:15pm
Belvedere Tiburon Library
1501 Tiburon Blvd, Tiburon, California

This meeting will be held remotely via Zoom. The meeting can be accessed beginning at 6pm at the following address: <https://us02web.zoom.us/j/81017429591?pwd=YVhUNjU0FwYWgyNjVldUpUdFA0UT09>

Meeting ID: 810 1742 9591 Password: 798611

CALL TO ORDER/ROLL CALL

OPEN FORUM

This is an opportunity for any citizen to briefly address the Board of Trustees on any matter that does not appear on this agenda. Upon being recognized by the Chair, please state your name, address, and limit your oral statement to no more than three minutes. Matters that appear to warrant a lengthier presentation or Board consideration may be placed on the agenda for further discussion at a later meeting.

SPECIAL TRUSTEE CONSIDERATION

1. **CONSIDERATION OF APPROVAL OF RESOLUTION NO. 285-2022 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 SEPTEMBER 19, 2022 THROUGH OCTOBER 19, 2022 PURSUANT TO BROWN ACT PROVISIONS.**

STAFF BOARD AND COMMITTEE REPORTS

2. Chair's Report – Ken Weil, Agency Chair (2 minutes)
3. Library Director's Report, - Crystal Duran, Library Director (10 minutes)
4. Expansion Update – Glenn Isaacson, Project Manager (5 minutes)
5. Belvedere Tiburon Library Foundation Report, Suzannah Scully, Foundation President, (5 minutes)
6. Committee Reports (5 minutes)

CONSENT CALENDAR – 5-10 MINUTES

The purpose of the Consent Calendar is to group items together which generally do not require discussion and which will probably be approved by one motion unless separate action is required on a particular item. Any member of the Agency may request removal of an item for discussion.

7. Approval of Agency SPECIAL Meeting Minutes of August 4, 2022
8. Approval of Agency Warrants of July and August, 2022

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TRUSTEE CONSIDERATIONS

9. Consideration of Library Meeting Room Policy.

COMMUNICATIONS & ANNOUNCEMENTS

10. Schedule of 2022-2023 Meeting Dates

NOTICE: AMERICANS WITH DISABILITIES ACT

The following accommodations will be provided, upon request, to persons with a disability: agendas and/or agenda packet materials in alternate formats; special assistance needed to attend or participate in this meeting. Please make your request at the office of the Administrative Assistant or by calling (415) 789-2660. Whenever possible, please make your request three days in advance.



RESOLUTION NO. 285-2022

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE BELVEDERE-TIBURON LIBRARY AGENCY 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 SEPTEMBER 19, 2022 – OCTOBER 19, 2022 PURSUANT TO BROWN ACT PROVISIONS.

WHEREAS, the Belvedere-Tiburon Library Agency is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of Belvedere-Tiburon Library Agency's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the Agency's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the Agency's jurisdictional boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist in the Agency's jurisdiction, specifically surge of Covid-19 cases related to the Delta, Omicron, and other Variants and certain provisions of COVID-19 related Executive Orders currently remain necessary to continue to help California respond to, recover from, and mitigate the impacts of the COVID-19 pandemic, including California's ongoing vaccination programs, and the termination of certain provisions of COVID-19 related Executive Orders during this stage of the emergency would compound the effects of the emergency and impede the State's recovery by disrupting important governmental and social functions; and

WHEREAS, AB 361 allows for the continuation of teleconferenced meetings to ensure social distancing, which will avoid the potential spread of the Delta, Omicron, and other Variants among the unvaccinated and the vaccinated; and

WHEREAS, the Board of Trustees does hereby find that Covid-19 infections are currently at 12.1 cases per 100,000, social distancing continues to be recommended by the Centers for Disease Control and Marin County Public Health Officers, and the high level of transmissibility of the Delta, Omicron, and other Variants have caused, and will continue to cause, conditions of peril to the safety of persons within the Agency's jurisdiction that are likely to be beyond the control of services, personnel, equipment, and facilities of the Agency, and desires to proclaim a local emergency and ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency, the Board of Trustees does hereby find that the legislative bodies of the Belvedere-Tiburon Library Agency shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, the Agency will continue to use a Zoom platform, which does not require registrations, provides a non-internet telephone only option, and has proven over the past 24 months to adequately allow for public participation and comment, to provide free access to the Board of Trustee meetings,

NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE BELVEDERE-TIBURON LIBRARY AGENCY DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Proclamation of Local Emergency. The Board hereby proclaims that a local emergency now exists throughout the Agency's jurisdiction, and Marin County Health officers continue to recommend social distancing and avoidance of in person meetings,

Section 3. Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of June 11, 2021.

Section 4. Remote Teleconference Meetings. The Library Director and legislative bodies of the Belvedere-Tiburon Library Agency are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) October 19th, 2022, or such time the Board of Trustees adopts a subsequent resolution in accordance with Government Code section 54953(e) (3) to extend the time during which the legislative bodies of the Belvedere-Tiburon Library Agency may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Trustees of the Belvedere-Tiburon Library Agency, this 19th day of September, 2022, by the following vote:

I CERTIFY that the Governing Board of the Belvedere-Tiburon Library Agency duly and regularly adopted the foregoing resolution, Marin County, California, at a regular meeting thereof, held on the 19th day of September, 2022.

AYES: TRUSTEES:

NOES: TRUSTEES:

ABSENT: TRUSTEES:

Kenneth Weil, Library Agency Chair

ATTEST:

Kristin Johnson, Clerk



DATE: September 19, 2022

TO: Library Board of Trustees

FROM: Crystal Duran, Library Director

SUBJECT: Library Director's Report

Library Usage and Programs

We hosted a limited number of programs last month so staff could prioritize reopening tasks. Our summer reading program ended in August, and we hosted 25 programs with a total attendance of 787 children and adults. Several children's programs in the coming months include a Halloween magic show in October, an insect discovery lab in November, and kid-friendly performances of Ebenezer Scrooge and The Nutcracker in December. Children in grades 3-5 can participate in a monthly book club, and we'll host a weekly read-aloud program to help improve reading and comprehension skills for grades K-2. Teens will continue to meet monthly to discuss popular YA titles, with the first meeting in the new Teen Room scheduled for Saturday, September 24. October teen events include a book club, a Halloween party, and a College Admissions Testing Workshop for parents and students. Upcoming fall and winter activities will include arts and crafts, gaming, movies, and community service opportunities.

Aside from children's and teen activities, we have plenty of activities and events for adults. We have our first art reception on September 22 from 6-8pm, an artist panel discussion with four artists on September 29, and PopUp 94920 on October 6, which the library foundation hosts. Our New Yorker discussion group and others will resume in-person meetings.

The Library Art Committee, currently chaired by volunteers Brenda Bottum and Renee Shurstad, is tasked with curating the exhibits in the library's art gallery. The exhibit will change every six weeks, and upcoming themes include: contemporary Bay Area abstract art, East meets West, 94920 artists, and emerging artists for school-age children. Each art exhibit will include an artist reception and ARTalks, a mix of facilitated discussions with exhibited artists. All artwork is for sale, with a portion of the proceeds benefitting the library.

Outreach and Community Connections

Marketing for the library grand opening included public comments at council meetings, a presentation at the Reed School District board meeting, advertisements in The Ark, social media posts, and posters at Blackie's Pasture and the Cove Shopping Center. We'll continue to use these mediums for a "fall back in love with the library" campaign that will highlight new spaces and opportunities. We want to inundate the community with the message that the library is open for business. In the past month, I have connected with Rotary Clubs, Parks, Open Spaces, and Trails (POST) Commission members, and various community stakeholders through the Reed District Facilities Master Planning group.

Personnel

A full-time children's librarian recently left us to take a position with the Berkeley Public Library. We have since hired a part-time children's librarian who began in early September; she's local to Tiburon and a recent library-school graduate. In the coming weeks, we'll recruit to fill the full-time children's librarian position. We have a full-time adult services librarian beginning with us on September 26. This new full-time position is filling a full-time reference librarian position that became vacant just before the pandemic. The librarian will help us implement some of our well-attended programs from the past and plan new adult programs. We are actively recruiting to fill part-time positions for the Makerspace, teens, circulation, and reference. I will take a short vacation and be out of the office from September 23 to September 28, but I am available by phone and email for any emergency.

Administration

We submitted three grant applications in the past month. One grant covers equipment costs to establish a digitization station that would allow the public to digitize photos, newspaper clippings, and video and audio recordings. The grant includes resources to train the public and a digital gallery to store digitized items. A key goal of the program is to capture community voices while providing access to necessary digital tools. The application is for \$20,000, and we'll learn more in October.

We submitted a grant application for \$30,000 to the State Library to launch our library's Green Team efforts. The request includes funds to establish a resource collection, provide staff training, hire an intern, and host a sustainability fair. Part of the grant will enable us to begin the Sustainable Library Certification Program, which requires we complete twelve components to gain certification. We expect application results in October. Finally, the Tiburon Peninsula Foundation granted us \$3,000 for a teen project focused on sustainable efforts complementary to the Green Team. That project will launch in January and include resources for on-site composting, planting, and harvesting small vegetables, programming, and outreach.

DRAFT FOR AGENCY REVIEW

**SPECIAL Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
August 4, 2022**

Roll Call, Present: Chair Jeff Slavitz, Vice Chair Ken Weil, Lawrence Drew, Anthony Hooker, Maureen Johnson, Roxanne Richards

Members Absent: Niran Amir

Also Present: Crystal Duran, Glenn Isaacson, Suzannah Scully, Ivan Silva, Deirdre McCrohan, Kristin Johnson

CALL TO ORDER: Chair Slavitz called the meeting to order at 6:15 pm

1. Election of Officers for Fiscal Year 2023

Chair Slavitz called for nominations for Agency Chair. Trustee Drew nominated Ken Weil. Trustee Johnson seconded the nomination.

Roll Call Vote:

Ayes: Ken Weil, Maureen Johnson, Thomas Cromwell, Lawrence Drew, Maureen Johnson, Roxanne Richards, Jeff Slavitz, Anthony Hooker

Absent: Niran Amir

Noes: None

Trustee Weil elected Agency Chair.

Chair Weil called for nominations for Vice Chair. Trustee Richards nominated Maureen Johnson. Trustee Slavitz seconded the nomination.

Roll Call Vote:

Ayes: Ken Weil, Maureen Johnson, Thomas Cromwell, Lawrence Drew, Maureen Johnson, Roxanne Richards, Jeff Slavitz, Anthony Hooker

Absent: Niran Amir

Noes: None

Trustee Johnson elected Agency Vice Chair.

Chair Weil called for nominations for Treasurer. Trustee Hooker nominated Jeff Slavitz. Trustee Richards seconded the nomination.

Roll Call Vote:

Ayes: Ken Weil, Maureen Johnson, Thomas Cromwell, Lawrence Drew, Maureen Johnson, Roxanne Richards, Jeff Slavitz, Anthony Hooker

Absent: Niran Amir

Noes: None

Trustee Slavitz re-elected Agency Treasurer.

OPEN Forum:

Chair Weil opened the floor to comments or questions from the public. Trustee Drew suggested that a one year term for Agency Chair may not be enough for retention of institutional knowledge for decision making. He asked that the Agency consider 2-year officer terms for the future. Chair Weil said that this idea was worthy of discussion, and added that the Trustee nominated should be willing to serve a 2-year term. Trustee Richards suggested an Agency Bylaw review via subcommittee. Chair Weil said that the Agency Bylaws were updated several years ago, but a regular review would be good practice, and that that should be a near future consideration for the Agenda.

2. SPECIAL TRUSTEE CONSIDERATION

MOTION TO APPROVE RESOLUTION NO. 283-2022 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 JULY 13, 2022 through AUGUST 13, 2022 PURSUANT TO BROWN ACT PROVISIONS made by Treasurer Slavitz, seconded by Vice Chair Johnson

Roll Call Vote:

Ayes: Ken Weil, Maureen Johnson, Thomas Cromwell, Lawrence Drew, Anthony Hooker, Maureen Johnson, Roxanne Richards, Jeff Slavitz

Absent: Niran Amir

Noes: None

Motion Passed.

3. Chair's Report

Chair Weil thanked Treasurer Slavitz for his leadership, and welcomed Trustee Hooker. He invited Trustee Hooker to share his background. Trustee Hooker was appointed by the Belvedere City Council in July. He has been a resident of Tiburon for 46 years, and, more recently of Belvedere for 3 years. He is an active user of the Library, and he and his family have been Library users since the Library was in the Post Office building. Trustee Hooker enjoyed his career as a financial advisor, retired recently, and earned and MA in Art, specializing in Photography. He has served on several area school-related boards. Prior to his financial career, Trustee Hooker graduated from the Naval Academy. He worked with Admiral Rickover on nuclear submarines, and with Kaiser building ships in Japan. He also holds a Masters in International Relations from American University.

4. Library Director's Report

Director Duran reported that, thanks to the Library Staff, a successful summer of reading programs was well attended, including a recent outdoor patio children's entertainment event. The Staff has received positive feedback on the summer Friday Phones & Tablets digital skills workshops. These workshops will return with the September Library reopening.

Library Staff will be soon be migrating within the Library again, this time into permanent workstations. There will be a lot of movement in the next few weeks, including the arrival of new furniture for offices, meeting rooms, conference rooms, and the makerspace lab. Shelves will be moved and reassembled in the main nave, and books moved from their temporary storage, lobby, and new founders room temporary homes. The Library will be closed for the internal move. The public will be notified as soon as the closure dates are determined.

Staff are hard at work getting all of the Library spaces ready technology wise, and interviewing for new staff to increase service and outreach capacity. New technology has been procured for room reservations, program schedule management, and managing digital signage with TV's and monitors. Staff are actively recruiting for the two new positions, Adult Services Librarian and Community Engagement Librarian, with interviews in the next few weeks. It is hoped that the Community Engagement Librarian will be of great value in terms of increasing Library usage and Library user engagement. After these positions are hired, recruiting will continue in order to backfill various part time positons which have not been active during COVID and construction.

The Library has entered into a contract with EV Connect for 3 charging Stations to be installed in the Library parking lot. EV Connect provided the lowest cost and best oversight options. Trustee Richards asked why the Library is contracting for only 3 charging stations. Director Duran said that, since the infrastructure is already in place for more stations, there remains room to expand. Since the Agency expressed concern about the number of stations at the previous meeting, it was decided to start with a more conservative number of stations to test the service and the usage. There may also be additional funding opportunities to increase the number of stations in the next few years. Trustee Hooker asked if there was a net cost to the service. Director Duran said that this is an annual subscription, and that the revenue should offset the cost with a net neutral.

Library Staff and Foundation Staff are also working on outreach and publicity for the Library Grand Opening, with advertising in the Marin IJ, Marin Mag, the Ark, and locally distributed posters.

Director Duran has completed some small grant applications. One grant is for supporting a Zip Books Program, which has been in place since 2011 across the state providing funding for patron-driven book acquisition. When the books are purchased, they are sent directly to the patron, then returned to the library and added to the

collection. This allows patrons speedy access to desired books, and adds to the diversification of the Library's collection. The grant period is several years, with reapplication available upon expiration. This is a great program for the homebound. Trustee Drew asked whether the program would generate revenue. Director Duran said that, no, it is state funded, so there is no revenue involved, but it expands the collection at no cost to the Library. Trustee Richards asked whether there is a tracking mechanism, so that requests won't duplicate items already in the MARINet. Director Duran said that there will be a designated Staff to place orders, and that Staff will first check the collection before purchasing. Treasurer Slavitz asked whether this program would replace the suggestions program already in place. Director Duran said that no, this program will complement the processes already in place. Requests/suggestions to purchase will still be in place. This special program is designed to meet the patron at home with their request. A patron may want something we wouldn't necessarily purchase within our budget, and this is a very good way to diversify the Library's collection. Trustee Hooker suggested that the fire department may have a good list of homebound people.

5. Expansion Update

Project Manager Glenn Isaacson reported that the final phases of the project are going well and on the home stretch. Every day provides visual confirmation of movement towards conclusion.

In the Interior, placement of floor coverings will begin in the nave on Monday, August 8th. Once carpet is installed in the nave, re-assembly of bookshelves will begin. When carpeting is complete in the remainder of the space, and furniture has been received and installed, final migration of staff to permanent quarters will also take place. The expected date for migration is the last week of August.

For the Exterior, 80% of the concrete has been poured, with the balance expected to be completed on Tuesday, August 9th. This will trigger the final stages of irrigation and landscaping. Placement of paver blocks will also begin on Monday, August 8th.

6. Belvedere Tiburon Library Foundation Report

Executive Director Jenna Ervice reported that the Foundation is in high gear with event planning for the Friday and Saturday Grand Opening. She asked all Trustees to attend the donor event on Friday evening. The event will feature Sage Catering, who have worked with a broad range of organizations locally. Rental items for the events have been reserved, and the first batch of invitations will go out on August 5th.

In addition to the Grand Opening, a Popup 94920 event has been scheduled for October 6th in the New Founders' Room. This is a "round robin Ted Talk" type of event with local speakers, writers, and innovators. This event will be chaired by Rachel Ong.

The Foundation raised \$140,000 via estate gift in June, and \$14,000 in July. A planned giving event is in the works for Fall.

Trustee Hooker asked whether there is an informal schedule which Trustees could access regarding the events schedule. Executive Director Ervice and Director Duran agreed that there is a need to formalize an umbrella system, which is not yet in place, for sharing event calendars of the Foundation and Library combined. Dates calendared thus far can be distributed. Director Duran is currently in the process drafting an Annual Plan of Service which will highlight planned Events. This will be shared as a planning tool in the near future. Executive Director Ervice added that the information is also available on the Library's website as each event is confirmed.

7. Agency Preliminary Financial Statements and Quarterly Treasurers' Report, June, 2022

Clerk Johnson reported that, based on preliminary cash-basis data, 99% of budgeted revenues have been received, and expenditures are right at 100% of budget. This is very good, given the additional expenses experienced this year related to construction support and payouts for staff retirements. Operating Reserves are at \$3.2 million as of June 30, 2022, and are expected to be at \$1.6 million for their annual low point in November, 2022.

8. Treasurer's Report on Expansion Line of Credit

Treasurer Slavitz reported that negotiations with Mechanics Bank regarding the Library's Line of Credit have concluded successfully. The Library will borrow \$3,000,000 fully by August 5th. Previously, the Bank's calculation for Library borrowing qualification was based on a reduction for Foundation Fundraising, but that qualification has been removed by the Bank as a result of the negotiations. The Agency concession for this removal was an increase in the interest rate on borrowing from 4.5% to 5%. The Bank is also open to Loan renegotiation if the principal has not been repaid by end of term.

9. Committee Reports

There were no committee reports.

CONSENT CALENDAR

10/11. Motion to approve the Minutes of June 20, 2022 and the Warrants dated month of June, 2022, made by Vice Chair Johnson, seconded by Treasurer Slavitz.

Roll Call Vote:

Ayes: Ken Weil, Maureen Johnson, Thomas Cromwell, Lawrence Drew, Anthony Hooker, Maureen Johnson, Roxanne Richards, Jeff Slavitz

Absent: Niran Amir

Noes: None

Motion Passed.

TRUSTEE CONSIDERATIONS:**12. Consideration of Agency Conflict of Interest Policy**

MOTION TO RE-APPROVE Current Library Conflict of Interest Policy made by Treasurer Slavitz, seconded by Trustee Drew.

Roll Call Vote:

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

Absent: Niran Amir

Noes: None

Motion Passed.

13. CONSIDERATION OF RESOLUTION 284-2022

MOTION TO APPROVE RESOLUTION 284-2022 AMENDING RESOLUTION 263-2020 AUTHORIZING EXECUTION OF LOAN DOCUMENTS AND FINALIZING AN AGREEMENT TO BORROW FUNDS FROM MECHANICS BANK made by Treasurer Slavitz, seconded by Trustee Drew.

Trustees agreed that the goal would be to repay the Loan as soon as possible.

Roll Call Vote:

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

Absent: Niran Amir

Noes: None

Motion Passed.

14. Policy Review and Adoption

Director Duran said that several policies have been updated for the new and larger Library space. Staff drafted the policies and checked them for consistency with prior policies and Library Guidelines recognized in the larger Library Community. In September, additional updated policies will be presented to the Agency, and policies will be reviewed continually going forward. Once policies have been implemented, they will be experientially reevaluated on an ongoing basis.

Director Duran noted that the Children's policy is intended to create a safe environment for children, to assure that adults who are not connected to children do not loiter in the space. This is typical for most Library Children's policies.

The Library Programs Policy speaks to the core of what programs should be about, in terms of how decisions are made, the established criteria for selecting programs, and

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assuring that programs are equitable, sustainable, and in accordance with the Library's Mission. This document has been condensed from the prior Programs Policy.

The Maker Space Policy requires parental consent for use. Trustee Johnson wondered whether an attorney should review the parental signatures in order to protect the Library. Director Duran said that, in terms of children using the Maker Space, the parents are supposed to review the terms. The Library has not yet established a waiver, and this would be something to consider. Staff will determine if it's possible to include an indicator in patron's record that they have reviewed the policy. Volunteers or Staff will be present physically in the space to monitor activity. For patrons to use the space on a regular basis, they will be required to be trained and certified for such.

Trustee Richards noted that the use of the Maker Space is free. She asked whether there would be instances of charges depending on activities, where some materials might be expensive. Director Duran said that would be up to the Agency Board. Her suggestion is that the service should be free of cost. Many libraries are moving to this free/no cost model. It will be tricky to gauge when patrons should be charged. Some experience with use of the space will provide guidance in the future. Offered services should be accessible to all. The final decision would rest with the Board after costs are experienced over some time. Trustee Richards said she would like to see tracking established for the cost of supplies in Maker Space. Trustee Hooker agreed that, with the new library and all the changes, and a new population, it would be essential to keep close track of all expenses for comparison to historical costs. Chair Weil agreed that adjustments could be made as usage was experienced. Director Duran added that the Policy could be edited to include a clause stating that "fees may apply."

Librarian Ivan Silva said that there have been no charges for Maker services in the past. Most of the users have been children. There is a potential that entrepreneurial adults could use the service for different purposes, which might trigger the cost issue.

Trustee Hooker asked what role the Art Committee might play. Director Duran said that the Art Committee is a group of volunteers, whose active work is on the Grand Opening Renewal Art Show and other library art exhibits. Their role is to plan and execute programs in the gallery space.

MOTION TO APPROVE the Library Programs Policy made by Vice Chair Johnson, seconded by Treasurer Slavitz.

Roll Call Vote:

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

Absent: Niran Amir

Noes: None

Motion Passed.

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MOTION TO APPROVE the Library Makerspace Policy made by Vice Chair Johnson, with the change that “Fees may apply” seconded by Trustee Richards.

Roll Call Vote:

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

Absent: Niran Amir

Noes: None

Motion Passed.

MOTION TO APPROVE the Library Teens Policy made by Vice Chair Johnson, seconded by Trustee Hooker.

Roll Call Vote:

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

Absent: Niran Amir

Noes: None

Motion Passed.

MOTION TO APPROVE the Library Children’s Policy made by Vice Chair Johnson, seconded by Treasurer Slavitz.

Roll Call Vote:

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

Absent: Niran Amir

Noes: None

Motion Passed.

15. Presentation on Library Website by Technology and Learning Initiatives Librarian Ivan Silva

Learning Initiatives Librarian Ivan Silva said that the current Library website was launched 9 years ago. The website was built on Drupal 7, and one of the goals for the new website was to upgrade the backend technology to WordPress, a large content publishing platform, which will make things easier to update in the future. The launch of new building is also an opportunity to launch the user end of the new website, to show patrons what is available at the Library. The timing of the launch will be as close as possible to the Library Grand Opening. The new website is currently under testing for quality control assurance. A soft launch the last week of August or first week of September will allow Librarian Silva and the

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developers to review and adjust in time for the Library Grand Opening. A live version will be available soon for feedback from users.

Three main facets of the new Library website are: (1) Browse the Collection, a “landing” page which allows patrons to explore all items for borrowing, (2) Support and Services, a link for printing, trainings, and assistance with research, (3) Plan Your Visit, which describes the new Library space, how to get information, and how to book a meeting room.

The new website also includes specific areas of exploration for Children, Teens, and Seniors.

The new site also addresses accessibility, covering current guidelines, is more responsive, and will adapt to the screen to size of a smartphone.

Trustee Richards asked whether the site includes a program calendar. Librarian Silva said that a calendar is included each browser page. At the top of the page “Events” provides a monthly calendar view of programs. Trustee Richards asked whether the Trustees would get a chance to review the new site. Director Duran said that a number of people would be testing the site in conjunction with the soft launch.

Librarian Silva said that Board members selected for testing would be given some typical tasks the normally do on a monthly basis to see if they can be easily accomplished with minimal steps. Trustee Richards asked if Trustees were involved in the original design. Librarian Silva said that, in the first phase of the process, meetings with Agency Trustees, Foundation Members, and residents were held, and that this design is a result of that feedback.

Treasurer Slavitz asked about the interface between the Library site and the MARINet site. Director Duran said that MARINet is looking at better integration and at making their login platform appear the same as the local library. Trustee Hooker suggested that the login for MARINet should be clarified as distinct from use of the Library site.

Treasurer Slavitz asked who would be able to modify the site. Librarian Silva said that editors could be kids, teens, and, in theory, all staff should be able to login and update information. The available modifications would be in content only, mostly events and promotional marketing items.

16. Meeting Dates

The August 15 meeting will not be held. The next Regular meeting is scheduled for Monday, September 19, 2022 at 6:15pm, via Zoom.

Chair Weil adjourned the meeting at 7:54 pm.

Respectfully Submitted,

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

BELVEDERE TIBURON LIBRARY AGENCY
OPERATING WARRANTS
MONTH OF JULY, 2022

OPERATING HAND CHECKS								
7/5/2022	000435	SDRMA	100	7125	Employment Practices Insurance	5,400.00		
		SDRMA	100	8410	Property & Liability Insurance	82,885.38	88,285.38	
7/29/2022	000436	Debbie Mazzolini	100	7110	PERS Insurance Benefits	389.45	389.45	
7/22/2022	000437	Martha V Wade	350	5800	Misc Donations Expenditure	1,500.00	1,500.00	90,174.83
OPERATING PRINTED CHECKS								
7/29/2022	101494	A&P Moving		8430	Building Maintenance	3,123.00	3,123.00	
7/29/2022	101495	Aramark		8492	Maintenance Contracts	277.86	277.86	
7/29/2022	101496	Blackstone Publishing		7601	Books & Other Materials	319.48	319.48	
7/29/2022	101497	Brodart Co		7601	Books & Other Materials	404.41		
		Brodart Co		7602	Vendor Processing Costs	46.38	450.79	
7/29/2022	101498	Business Card		8020	Online Services	102.00	102.00	
7/29/2022	101499	City of Belvedere		8830	Accounting	900.00	900.00	
7/29/2022	101500	Coit Services		8450	Janitorial Expense	768.00	768.00	
7/29/2022	101501	Crystal Duran		7500	Professional Development	352.75		
		Crystal Duran		8850	Office Expenses	309.55	662.30	
7/29/2022	101502	Demco, Inc.		7603	Supplies for Processing	145.11	145.11	
7/29/2022	101503	Glaver Cifuentes		8450	Janitorial Expense	3,850.00	3,850.00	
7/29/2022	101504	Kyocera		8210	Copier Expense	228.06	228.06	
7/29/2022	101505	Lincoln National Life Ins Co		7110	PERS Insurance Benefits	1,223.20	1,223.20	
7/29/2022	101506	Marin IT		8035	Computers & Peripherals	445.76		
		Marin IT		8070	IT Infrastructure	400.00	845.76	
7/29/2022	101507	Maze Associates		8835	Auditing	9,000.00	9,000.00	
7/29/2022	101508	Mechanics Bank Card		7200	Professional Development	105.00		
		Mechanics Bank Card		7606	Digital Resources & Content	30.97		
		Mechanics Bank Card		8020	Online Services	173.62		
		Mechanics Bank Card		8220	Postage & Freight	4.33		
		Mechanics Bank Card		8225	Public Relations	347.19		
		Mechanics Bank Card		8230	Office Supplies	549.00		
		Mechanics Bank Card		8250	Children's Program Supplies	1,459.90		
		Mechanics Bank Card		8251	Young Adult Programs	281.81		
		Mechanics Bank Card		8280	Maker Space Programs	17.74		
		Mechanics Bank Card		8430	Building Maintenance	1,323.50		
		Mechanics Bank Card		8501	Small Furniture & Fixtures	146.81		
		Mechanics Bank Card		7200	Professional Development	1,665.00		
		Mechanics Bank Card		8020	Online Services	1,145.99		
		Mechanics Bank Card		8070	IT Infrastructure	548.73		
		Mechanics Bank Card		8430	Building Maintenance	341.89	8,141.48	
7/29/2022	101509	Mill Valley Refuse		8480	Trash	283.27	283.27	
7/29/2022	101510	NBS		8920	Bond Fiscal Agent Fees	2,442.71	2,442.71	
7/29/2022	101511	NorthNet Library Systems		7607	MARINet	4,003.00	4,003.00	
7/29/2022	101512	OCLC Inc.		8070	IT Infrastructure	2,532.66	2,532.66	
7/29/2022	101513	Omnipro		8035	Computers & Peripherals	1,009.06	1,009.06	
7/29/2022	101514	PG&E		8490	Electricity & Gas	8,700.87	8,700.87	
7/29/2022	101515	Project 6		8071	Website Maintenance	1,221.00	1,221.00	
7/29/2022	101516	Purchase Power		8220	Postage & Freight	208.99	208.99	
7/29/2022	101517	Sarah Zbinden	350	5800	Misc Donations Expenditure	4,200.00	4,200.00	
7/29/2022	101518	Terminix		8492	Maintenance Contracts	103.00	103.00	
7/29/2022	101519	TPX Communications		8260	Telephone	1,137.25	1,137.25	
7/29/2022	101520	USBank Equipment Leasing		8210	Copier Expense	1,206.39	1,206.39	
7/29/2022	101521	Vantagepoint TRF Agt 457		2040	Deferred Comp Deductions	5,881.38	5,881.38	
7/29/2022	101522	West Coast Fire & Water	100	8430	Building Maintenance	2,345.00	2,345.00	65,311.62
					Total	\$ 155,486.45	\$ 155,486.45	

BELVEDERE TIBURON LIBRARY AGENCY
OPERATING WARRANTS
MONTH OF AUGUST, 2022

Check Date	Check Number	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
OPERATING HAND CHECKS							
8/2/2022	000438	A & P Moving	100	8430	Building Maintenance	3,123.00	3,123.00
8/2/2022	000439	PG&E	100	8490	Electricity & Gas	2,577.38	2,577.38
8/2/2022	000440	Mill Valley Music	100	7601	Books & Other Materials	463.59	463.59
8/17/2022	000441	Town of Tiburon	100	8225	Public Relations	75.00	75.00
8/31/2022	000442	Catherine Pyun	100	2080	*Suspense (Payroll Termination 9/2)	424.50	424.50
8/31/2022	000443	Catherine Pyun	100	2080	*Suspense (Payroll Termination 9/2)	5,182.83	5,182.83
8/25/2022	000444	Mechanics Bank Card	100	2080	Suspense (Prepayment)	9,500.00	9,500.00
					* Prenotes: Account Code To be Adjusted with Payroll/ next Billing		
OPERATING PRINTED CHECKS							
8/17/2022	101523	Aramark	100	8492	Maintenance Contracts	873.58	873.58
8/17/2022	101524	Blackstone Publishing	100	7601	Books & Other Materials	126.99	126.99
8/17/2022	101525	Brodart Co.	100	7601	Books & Other Materials	299.09	
		Brodart Co.	100	7602	Vendor Processing Costs	15.46	314.55
8/17/2022	101526	Communico	100	8070	IT Infrastructure	9,375.00	9,375.00
8/17/2022	101527	Dynamite Digital	100	8225	Public Relations	174.60	174.60
8/17/2022	101528	Hagel Supply	100	8460	Custodial Supplies	330.95	330.95
8/17/2022	101529	Ingram Library Services	100	7601	Books & Other Materials	3,836.75	
		Ingram Library Services	100	7602	Vendor Processing Costs	277.73	4,114.48
8/17/2022	101530	Kanopy	100	7606	Digital Resources & Content	672.00	672.00
8/17/2022	101531	Library Ideas	100	7606	Digital Resources & Content	25.50	25.50
8/17/2022	101532	Marin IT, Inc.	100	8070	IT Infrastructure	697.50	697.50
8/17/2022	101533	Marin Water	100	8500	Water	699.16	699.16
8/17/2022	101534	Mechanics Bank Card	100	7210	Staffing Recruitment	299.00	
		Mechanics Bank Card	100	7601	Books & Other Materials	289.45	
		Mechanics Bank Card	100	7606	Digital Resources & Content	58.95	
		Mechanics Bank Card	100	8020	Online Services	4,722.29	
		Mechanics Bank Card	100	8035	Computers & Peripherals	4,554.00	
		Mechanics Bank Card	100	8070	IT Infrastructure	420.00	
		Mechanics Bank Card	100	8220	Postage	409.56	
		Mechanics Bank Card	100	8230	Office Supplies	555.68	
		Mechanics Bank Card	100	8250	Children's Program Supplies	114.35	
		Mechanics Bank Card	100	8251	Young Adult Programs	208.24	
		Mechanics Bank Card	100	8430	Building Maintenance	1,059.89	12,691.41
8/17/2022	101535	Mill Valley Refuse	100	8480	Trash	283.27	283.27
8/17/2022	101536	Morningstar	100	7606	Digital Resources & Content	2,171.00	2,171.00
8/17/2022	101537	OCLC, Inc.	100	8070	IT Infrastructure	2,050.64	2,050.64
8/17/2022	101538	Overdrive	100	7606	Digital Resources & Content	1,412.11	1,412.11
8/17/2022	101539	Purchase Power	100	8220	Postage	34.65	34.65
8/17/2022	101540	Tech Soup	100	8035	Computers & Peripherals	4,949.97	4,949.97
8/17/2022	101541	Terminix	100	8492	Maintenance Contracts	103.00	103.00
8/17/2022	101542	TPX Communications	100	8260	Telephone	1,157.81	1,157.81
8/17/2022	101543	USBank Equipment Leasing	100	8210	Copier Expense	1,206.39	1,206.39
8/17/2022	101544	Vantagepoint TRF Agt 457	100	2040	Deferred Comp Deductions	2,940.69	2,940.69
8/17/2022	101545	WT COX	100	7601	Books & Other Materials	11,057.98	11,057.98
8/30/2022	101546	American Express	100	8815	Credit Card Charges	1.68	1.68
8/30/2022	101547	CCH Incorporated	100	7601	Books & Other Materials	248.09	248.09
8/30/2022	101548	Faronics	100	8070	IT Infrastructure	2,268.00	2,268.00
8/30/2022	101549	Marin IT, Inc.	100	8070	IT Infrastructure	297.50	
		Marin IT, Inc.	100	8040	Technical Support	5,714.50	6,012.00
8/30/2022	101550	Marin Water	100	8500	Water	7.17	7.17
8/30/2022	101551	Renee Shurstad	360	9850	Art Committee Expenses	121.78	121.78
8/30/2022	101552	Vantagepoint TRF Agt 457	100	2040	Deferred Comp Deductions	2,940.69	2,940.69
					Total	\$ 90,408.94	\$ 90,408.94

BELVEDERE TIBURON LIBRARY AGENCY

EXPANSION WARRANTS

MONTH OF JULY, 2022

Check Date	Check Number	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
EXPANSION - HAND CHECKS							
7/7/2022	000348	Miller Pacific	200	9045		1,095.20	1,095.20
7/18/2022	000349	STAS USA LLC	200	9047		2,060.67	2,060.67
7/20/2022	000350	Classic Patio, Inc	200	9047		4,557.06	4,557.06
7/20/2022	000351	Classic Patio, Inc	200	9047		6,208.11	6,208.11
7/20/2022	000352	Forms and Surfaces	200	9047		6,861.97	6,861.97
7/26/2022	000353	Alten Construction - June	200	9045		237,408.89	237,408.89
7/26/2022	000354	Alten Escrow - June	200	9051		12,495.21	12,495.21
7/26/2022	000355	CMA	200	9048		195.00	195.00
					TOTAL	\$ 20,783.01	\$ 20,783.01

BELVEDERE TIBURON LIBRARY AGENCY
EXPANSION WARRANTS
AUGUST 2022

Check Date	Check Number	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
EXPANSION - HAND CHECKS							
8/11/2022	000356	MB Contract Furniture 34681, 34805	200	9047	Exp Furniture	9,029.05	9,029.05
8/23/2022	000357	Alten Construction - July	200	9045	Site Work	295,678.25	295,678.25
8/23/2022	000358	Alten Escrow - July	200	9051	Escrow	15,562.01	15,562.01
8/23/2022	000359	CMA	200	9045	Project Mgmt	455.00	455.00
					TOTAL	\$ 320,724.31	\$ 320,724.31



DATE: September 19, 2022

TO: Library Board of Trustees

FROM: Crystal Duran, Library Director

SUBJECT: Meeting Room Policy

The attached Meeting Room Policy provides guidelines for using and reserving meeting and study rooms in the library. The policy does not include reservation or use of special library spaces such as the Founders Room, Makerspace, teen library, storytime room, administrative offices, and patios. The library will need to determine maintenance, staff capacity, program needs, equipment, and rental fees before those spaces can be used by others not affiliated with the library.



MEETING ROOM POLICY

Adopted September 2022

This policy provides Belvedere Tiburon Library staff and the public with guidelines for using and reserving meeting rooms. Meeting and study rooms of various sizes are available throughout the Library to provide the community with spaces for quiet work, group collaboration and discussion, and other learning activities. For this policy, meeting rooms are those with a table, chairs, whiteboard, and monitor for screencasting; it does not include specialized spaces in the library such as the Founders Room, art gallery, teen room, or various patios, administrative offices, storytime room, and Makerspace.

Use of meeting rooms is available to the public when those facilities are not needed for administrative use, activities, or programs sponsored in whole or in part by the Library, and when such use is not disruptive to the programs and activities of the Library. Such permission is revocable and does not constitute a lease. Permission to use a Library meeting room does not imply Library endorsement of any group or organization's aims, policies, or activities. Public use of meeting rooms is not a primary purpose of the Library and should not be allowed to disrupt the Library's primary service goals. The Library Director maintains the discretion to make exceptions to the Meeting Room Policy as needed.

Prohibited Activities

Library meeting rooms may not be used for any activity incompatible with the Library environment or interferes with its operations. The solicitation or sales of products or services, charging admission or registration fees, or soliciting donations other than in conjunction with a program or event sponsored or hosted by the Friends and Foundation of the Library organization are prohibited.

Priority Use

Priority use of meeting rooms is listed below by priority:

1. Library-sponsored functions
2. for groups and organizations affiliated with the Library;
3. for other local government departments, agencies, or commissions;
4. to children and youth groups and organizations involved in literacy programs;
5. for local neighborhood and community-based groups and organizations;
6. for other non-profit public and/or social service organizations.

Other requests will be considered on a first-come, first-served basis. Any previous approvals may be canceled at any time if the room is needed on an emergency basis for official governmental or Library business or the reservation conflicts with library programming. The reservation shall be canceled and may be rescheduled at the group's request.

Usage and Reservations

Meeting rooms at the Belvedere Tiburon Library may be used by the general public during regular hours of operation.

- A. One individual may reserve rooms for use by multiple people.
- B. Advance registration requests can be submitted no more than one (1) week in advance.

- C. Rooms may be reserved for a max of 2 hour a day, with an option to extend an additional hour if the room is not booked.
- D. To ensure equitable use of library facilities, the Library reserves the right to limit usage to no more than three (3) bookings per week.
- E. Patrons may have only one active reservation at a time for group rooms and workspaces.
- F. If the representative of the group who has reserved a room fails to check in with the library staff within fifteen (15) minutes of the start of the reservation, the Library may, at its discretion, cancel the reservation.
- G. Use must not exceed the maximum occupancy for the study rooms.
- H. Room set-up and take down are the group's responsibility. No additional furniture or equipment other than that already available in the meeting rooms will be provided unless prior arrangements have been made.
- I. All meetings must be open to the public if an agency is hosting a meeting. The sponsoring group must be clearly identified in publicizing a meeting to be held at the library. Groups must not imply Library sponsorship of their program or organization or include the library's contact information in their publicity.
- J. Permission to use meeting rooms may be withheld from groups whose members or invitees damage the room, equipment, or furniture, or fail to comply with these rules and regulations. Individuals causing disturbances during meetings will be asked to leave.
- K. Failure to follow this policy may result in the loss of future reservation and use privileges.
- L. The individual making the reservation, as well as the membership of the group as a whole, agree to comply with all applicable federal, state, county, and city ordinances, rules and regulations now in force or which may hereafter be enacted or promulgated.
- M. The Library will not be responsible for lost or damaged materials used in meeting rooms.
- A. The individual making the reservation, as well as the membership of the group as a whole, agree to indemnify and hold the Library harmless from and against any and all losses, expenses, demands, and claims made against the Library arising in any manner from such group's use of the library facilities, whether such losses, expense, demand, or claim made against the Library is caused by the Library's negligence or not.
- B. Light refreshments may be served, but groups may not prepare food on library property. Groups are responsible for cleanup.

Equipment

- A. Audio-Visual Equipment is available.
- B. Staff can offer limited assistance with equipment. It is the patron's responsibility to determine if the equipment is compatible with the Library's equipment.
- C. Usage of Library computers must comply with the Library's Computer Use Policy & the Acceptable Use Policy for the Internet

Belvedere-Tiburon Library Agency Future Meeting Dates

October 17, 2022

November 21, 2022

No meeting in December unless necessary (**December 19, 2022**)

January 9, 2023 (second Monday due to MLK Holiday)

February 13, 2023 (second Monday due to Presidents' Holiday)

March 20, 2023

April 17, 2023

May 15, 2023

June 19, 2023

July 17, 2023

No meeting in August unless necessary (**August 21, 2023**)

September 18, 2023

**All meetings are held on Mondays at 6:15 pm remotely via Zoom
Unless otherwise noted**