

**AGENDA**  
**BELVEDERE TIBURON LIBRARY AGENCY**  
**Regular Meeting of Monday, *October 17, 2022*, 6:15pm**  
Belvedere Tiburon Library  
1501 Tiburon Blvd, Tiburon, California

This meeting will be held IN PERSON in the Library Founders Room.

The meeting can also be accessed via Zoom beginning at 6pm at the following address:

<https://us02web.zoom.us/j/81017429591?pwd=YVhUNjJUL0FwYWgyNjVldUpUdFA0UT09>

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. 286-2022 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 OCTOBER 19, 2022 THROUGH NOVEMBER 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 Meeting Minutes of September, 2022
8. Approval of Agency Warrants of September, 2022

**AGENDA CONTINUES ON PAGE 2**

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

**TRUSTEE CONSIDERATIONS**

- 9. Consideration of updated Guidelines for Library Use Policy.**
- 10. Consideration of Library Holiday Hours**
- 11. Acceptance of Grant for Memory Lab from the California State Library in the amount of \$19,968**
- 12. Acceptance of Grant for Planting SEEDs (Supporting Environmental Education and Direction) from the California State Library in the amount of \$29,957**

**COMMUNICATIONS & ANNOUNCEMENTS**

- 13. 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. 286-2022

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 OCTOBER 19, 2022 – NOVEMBER 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 10.6 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) November 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 17<sup>th</sup> day of October, 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 17th day of October, 2022.

AYES: TRUSTEES:

NOES: TRUSTEES:

ABSENT: TRUSTEES:

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Kenneth Weil, Library Agency Chair

ATTEST:

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Kristin Johnson, Clerk



**DATE:** October 17, 2022

**TO:** Library Board of Trustees

**FROM:** Crystal Duran, Library Director

**SUBJECT:** Library Director's Report

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**Library Usage and Programs**

We hosted several programs in the past month and the Founders Room has held various programs, including a moderated discussion with artists, chess club, Foundation board meeting, and POP UP 94920. We are currently using temporary solutions for audiovisual needs in Founders Room while we finalize the infrastructure. Our weekly storytime continues in the storytime room and will move to the Founders Room if needed for additional space. We have a family storytime program on Saturday, October 22, a children's magic show on Saturday, October 29, and a special trick-or-treat at the library on Halloween day. Teen Room activities include an SAT prep class and a Halloween party on Saturday, October 22. We plan to resume technology classes in early November that will take place in the new digital classroom located in front of the circulation desk. The exhibit in the art gallery will change in mid-November and the upcoming theme is Bay Area Abstract Art. To date, one piece from the current Renewal exhibit has sold.

Corner Books is operating Monday through Saturday from 10am-4pm. Volunteers staff the site daily and receive and sort donations. We will place advertisements in The Ark and at Blackie's Pasture and the Cove Shopping Center in the coming weeks.

*Usage at a Glance  
Since Grand Opening 2022 to Date*

6,830 Visits	4,069 Materials Borrowed	175 Computer Sessions	818 Q&A
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**Outreach and Community Connections**

The library will have an outreach table at the upcoming Diwali Festival in Tiburon on Saturday, October 22. Anyone can register for a library card at the booth, learn more about upcoming events and current resources, and children are welcome to take a small giveaway. The library

will also team up with Tiburon's Chamber of Commerce to host an activity at the Holiday Festival on Saturday, December 3.

I continue to participate monthly in the Reed Schools Facilities Master Planning Committee and recently began collaborating with another group focused on coordinated efforts of supports for socioeconomically disadvantaged (SED) students and families in the Reed District. These efforts may result in a confidentiality agreement to share information between the various partners which legal counsel will review.

### **Personnel**

We continue recruitment efforts to fill part-time positions for MakerSpace, teens, and circulation and will soon post additional part-time jobs for programs and reference. We have two full-time positions to fill for Community Engagement Librarian and Children's Librarian. We post all openings in local and statewide directories. Recruitment continues to be a challenge locally and across the state. We are happily accepting volunteers interested in shelving library materials.

### **Administration**

The library received notices of intent to award for three grant applications submitted in August 2022. They include \$2,500 for Zip Books, \$20,000 to establish a Memory Lab, and \$30,000 for resources and programming focused on sustainability. All three grants are funded through June 30, 2023 with the Zip Books program likely available for reapplication on an annual basis. Additional information on the Memory Lab and sustainability grant are included in the packet.

As a reminder, the Zip Books program is new to Bel Tib Library but has been available at libraries across the state since 2011. The Zip Books program provides library users with speedy access to books unavailable at their local libraries. A patron simply requests the item, the library purchases it from Amazon, and the book is shipped directly to the patron's home. When finished, the patron returns it to the library, and the library adds it to the collection. Staff are finalizing the procedures and we plan to launch the new service soon. The reporting requirements for the grant are nominal and include some purchase statistics and two narrative and budget reports.

Additional projects to briefly share include

- Annual Library Report due to the State Library in early November. The Assistant Library Director is leading this effort.
- Holiday building lighting is planned for early November. We'll continue with the same vendor from previous years who also lights Town Hall and Tiburon Blvd.
- Donor plaques for interior and exterior is a project with the Foundation that will begin soon. We anticipate final plaque installation by Spring 2023.
- The administrator for MARINet is retiring in January 2023. The MARINet library directors are exploring personnel options for both the interim and long term. The goal is to maintain a shared ILS with no service interruption to the public.



October 12, 2022

To: Ken Weill, Chair, Library Agency Trustees and Crystal Duran,  
Library Director  
From: Glenn Isaacson, Project Manager  
Subject: Expansion Project Activity Report No.30

**Overview:**

The scheduled substantial completion dates of mid-August for the interior and mid-September for the exterior were met, and the Grand Re-Opening ceremonies were held on September 16 and 17.

Since then the Project Team has focused upon completing incomplete work, and compiling a Punchlist for the Contractor and its sub-contractors. It is anticipated that the majority of the Punchlist items will be accomplished by mid-November.

When work is complete a Certificate of Occupancy will be requested from the Tiburon Building Department and the Fire Marshall. Temporary Certificates of Occupancy are currently in force.

A final Project Accounting will be provided by year end.

The amended Project Budget of \$18,310,000 is holding.

END.



## DRAFT FOR AGENCY REVIEW

**SPECIAL Meeting  
BELVEDERE-TIBURON LIBRARY AGENCY  
Belvedere-Tiburon Library, Tiburon, California  
September 19, 2022**

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

**Members Absent:**

**Also Present:** Crystal Duran, Deirdre McCrohan, Kristin Johnson

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

**OPEN Forum:**

Chair Weil opened the floor to comments or questions from the public.

Trustee Johnson congratulated the Project Manager, Foundation Leadership and Staff, Library Staff, Agency, and Donors on the Grand Opening Events.

**1. SPECIAL TRUSTEE CONSIDERATION**

**MOTION TO APPROVE 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 made by Vice Chair Johnson, seconded by Trustee Amir.**

**Roll Call Vote:**

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

**Absent: None**

**Noes: None**

**Motion Passed.**

**2. Chair's Report**

Chair Weil reported that the Grand Opening Friday night Donor Event and the Saturday Public Event were both successfully coordinated, with Director Duran and staff working hard to get the Library Building ready, Foundation President Scully and her team organizing speeches, ceremony, food and drink, and décor, and Art Committee Leadership Brenda Bottum and Diane Green executing a labor of love with the Renewal Exhibit in the new Gallery. Trustee Richards recognized Foundation leaders Pam

## DRAFT FOR AGENCY REVIEW

Goldman and Whitney Lee for organizing the Friday night Donor Event and putting in tremendous effort for the entire weekend.

### 3. Library Director's Report

Director Duran reported that, during the public Grand Opening on Saturday, 577 items were checked out, and 35 new Library cards were registered. The Opening drew a larger crowd, thanks to the efforts of Pam Goldman, Whitney Lee, and all of the Library and Foundation staff and Leadership.

The Library Staff are planning many in-person programs in the new spaces. There will be an Art Reception for the Renewal Exhibit on Thursday, September 22<sup>nd</sup>, and an Art Talk on Thursday, September 29<sup>th</sup> featuring four of the exhibiting artists talking about their work, with Diane Green moderating. Art Shows and events are planned, solicited, and managed by Art Committee leadership Brenda Bottum, Renee Shurstad, and Diane Green. Each show is exhibited for about six weeks.

The Foundation's Popup 94920 Event will be held on Thursday, October 6, in the New Founders Room. Around 90 to 100 tickets will be available. Proceeds from the \$75 tickets go to the Foundation, which grants funds to the Library as needed.

December Children's programs are planned, including performances of the Nutcracker and A Christmas Carol.

The New Yorker Group and the Language Groups will now resume meeting at the Library in person.

The Library will be accepting requests for use of the meeting spaces, and has established an online reservation system for this, in addition to drafting a meeting room policy for Agency review tonight.

Staff-wise, one full-time Children's Librarian has left the Library for another position. The Library has hired one full-time Adult Services Librarian, and is still recruiting for additional part time positions. Once these positions are filled, Library hours will be expanded daily and Sundays will be added. The new Library space is quite large, and Library Staff are learning how to navigate and keep an eye on all corners. Trustee Hooker asked about how the Library tracks visits, peak hours, and where visitors are from. Director Duran said that a door counter tracks entries only, and that no time of day or visitor residency data is collected at this time. Peak hours are determined by staff observation. Trustee Amir asked how the Library Website might be tracking indications of patron engagement. Director Duran will follow up on this question.

Three grant applications have been submitted recently: One for the purchase of a digitization station in the Library, is for \$20,000. A second for \$30,000 to the State Library would be for expanding Library Green Team efforts, and include a Green certification process. The third, for \$3,000, has been awarded by the Tiburon Peninsula

foundation for a teen project related to the Green Team. This program will begin in January, and Rebecca Jung, the Teen Librarian, has lined up a group of teens who are interested in the project.

Trustee Hooker asked about the Green Certification Process for the Library and what the benefits would be. Director Duran said that this is a process sponsored by the State Library and includes 12 components. Part of the process includes community engagement in the sustainability efforts, which would include educational programs. Another aspect would be the building, and, since the Library is new, that is probably easy to pass. It takes 12-to-18 months to gain certification and depends on staff capacity to accomplish the goals. There is a fee associated with enrolling in that program, \$1200, and the program provides support in the process. Trustee Hooker asked if there would be a “sales” benefit to this certification. Director Duran affirmed, given the overarching climate around sustainability efforts. Trustee Hooker asked about what reference point the teens would be working with. Director Duran said that the teens might have a planting and garden space, such as on the teen patio, with compost bins, small gardening boxes & beds, and an outreach to get schools and children involved.

Treasurer Slavitz suggested that Director Duran approach the Belvedere Community Foundation for additional grants in this area. Director Duran said that the Belvedere Community Foundation has shown interest in the Children’s Patio, and had contributed to the Capital Campaign.

#### **4. Expansion Update**

Chair Weil reported that new building comprises tonight’s Expansion update. The weekend celebrations drew in a crowd of community and a lot of warmth! Trustees spoke up regarding the heartwarming crowd, the delight in children reading books, and the open, friendly, light and welcoming space, and the parking in the back of the building, and the fact that the Library is the first building to be seen when driving into Belvedere-Tiburon.

Vice Chair Johnson asked about Corner Books’ hours of operation. Director Duran said that Heather Lobdell is staffing up with volunteers, and hopes to open Corner Books Monday through Saturday 10-4. Trustee Richards suggested getting the word out to the community for book donations, as there is more space to fill in Corner Books.

Belvedere City Councilmember Nancy Kemnitzer said that she had explored this “living document”, a great description of the new library. She noted that the way the building brought people together is a testament to Project Manager Glenn Isaacson’s perseverance and tenacity on the project, and expressed thanks to Mr. Isaacson and to all who have helped to bring the community together to inhabit and explore the “living document” in years to come.

Treasurer Slavitz asked about the punch list of items to be completed, and how long it would be before all remaining details of the building are completed. Director Duran said that a trash enclosure would be completed by early October, and most other items are minor and can be addressed quickly. Trustee Hooker asked about final signoffs and

## DRAFT FOR AGENCY REVIEW

permits. Director Duran said that a temporary occupancy permit remains in place.

## 5. Belvedere Tiburon Library Foundation Report

Director Duran reported on behalf Foundation President Suzannah Scully that there have been many congratulations and wonderful feedback coming from the community regarding the New Library and the Grand Opening.

The Foundation is working to finalize the donor wall, with 75 spots still open for donations of \$2,500 and above. The deadline for donation and a name on the wall is September 30<sup>th</sup>. Trustee Johnson asked how the public was being made aware of the available spots for names. Director Duran said that the Foundation would be in charge of that process, and that there were quite a few inquiries by community members during the Grand Opening Celebration.

Popup 94920 ticket sales will commence soon. Trustee Hooker asked where the ticket sales are advertised. Director Duran said that marketing includes social media, email blasts, ads in the Ark and a spot on the Library Website.

## 6. Committee Reports

There were no committee reports.

## CONSENT CALENDAR

**7/8. Motion to approve the Minutes, of August 4, 2022, with changes listed below, and the Warrants dated month of July and August, 2022, made by Treasurer Slavitz, seconded by Trustee Hooker.**

**Changes to the Minutes of August 4, 2022:**

**Clerical error:** Tom Cromwell was not in attendance, as he has termed of the Board.

**Policy issue:** Page 7-2, open forum take out 2<sup>nd</sup> half of sentence re two year term for chair, as this issue would have to be included on a meeting agenda, for consideration.

**Roll Call Vote:**

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

**Absent:** None

**Noes:** None

**Motion Passed.**

## 9. TRUSTEE CONSIDERATIONS: Library Meeting Room

Director Duran said that the policy for meeting room reservations and use has been drafted by Staff as a starting point. Comparisons have been made to the San Francisco Library,

some Marin County libraries, and some Southern California Libraries. Director Duran is considering space rentals for the future, but that aspect is not currently included in the Meeting Room Policy.

The Library now has three meeting rooms, with accommodations for 8, 6, and 4 occupants, respectively. The rooms support audio visual use, with screen monitors for projection from devices. The priority for users, in this order, are: Library Staff and patrons, Foundation meetings, Local Government, and general community groups.

A framework for time limits on use has been drafted, which allows a 2-hour maximum use, with 1 hour extension if the room has not been otherwise booked, and limit of 3 reservations per week per individual.

Trustee Richards asked whether reservations will be available to the general public, including those who don't have a library card. Director Duran said that the reservation system requires a library card, but guest cards are available for one-time users, after they have been encouraged to acquire a library card.

Trustee Hooker asked how much demand on the rooms would come from tutors. Director Duran said that a lot of interest from tutors is anticipated, and one possible plan would be to establish an available, desirable, regular time in the Founders Room for two tutors at a time, well-spaced apart, with a 2-hour time window, so that smaller meeting spaces aren't monopolized by the tutors.

Trustee Johnson asked whether the requirement for reserving no more than a week in advance could be changed to 10 days. Director Duran said that, for small groups one week is preferable, and other options could be available for priority users such as government groups. Exceptions could also be made on a case by case basis. Trustee Richards asked whether the online reservation system would allow for cancellations. Director Duran said that online reservations input includes occupancy, equipment needed, and other information. Users can manage their reservations, including cancellation. A no-show will be considered a cancellation after 15 minutes.

Director Duran added that event registration, event attendance tracking, digital informational displays around the Library interior, and new self-checkout stations are also included in the new website launch.

Trustee Johnson asked whether the "light refreshments" allowed in the meeting rooms could be limited to liquids to avoid food smells and spillage in the Library. Director Duran said that a limited policy would probably not necessarily be effective, and would be hard to control. And, for example, Government Commission meetings typically serve refreshments. Trustee Hooker suggested that the availability of patios, benches, steps outdoors could be suggested for picnics and brown bags. Chair Weil added that, because there are outdoor alternatives, and good maintenance on the new building is desirable, it might be better to start with a stricter policy around refreshments. Director Duran agreed that the policy should be changed to emphasize light refreshments with no mention of food.

Chair Weil asked about the equipment available in the meeting rooms in terms of staff assistance to users. Director Duran said that Technical Assistance support will be available from Reference Staff, and Staff will also create user friendly instructions with images for the meeting rooms.

## DRAFT FOR AGENCY REVIEW

Chair Weil called for a motion regarding the Meeting Room Policy.

**MOTION TO APPROVE Current Library Meeting Room Policy, with the refreshment language changes, made by Vice Chair Johnson seconded by Trustee Amir.**

**Roll Call Vote:**

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

**Absent: None**

**Noes: None**

**Motion Passed.**

#### **10. Meeting Dates**

The next Regular BTLA meeting is scheduled for Monday, October 17<sup>th</sup> at 6:15pm.

**Chair Weil adjourned the meeting at 7:17 pm.**

Respectfully Submitted,

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

BELVEDERE TIBURON LIBRARY AGENCY  
 OPERATING WARRANTS  
 SEPTEMBER 15, 2022

Check Date	Check Number	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
<b>OPERATING HAND CHECKS</b>							
9/9/2022	000445	USBank	310	8920	Fiscal Agent Fees	2,200.00	2,200.00
9/15/2022	000446	Chase Cronkright	100	8870	Grand Opening	82.13	82.13
9/15/2022	EFT	Mechanics Credit Card	100	2080	Prepayment	3,194.91	3,194.91
9/15/2022	EFT	Mechanics Credit Card	100	2080	Prepayment	9,500.00	9,500.00
9/15/2022	000447	Don Stone	100	8870	Grand Opening	150.00	150.00
9/15/2022	000448	Whitney Lee	100	8870	Grand Opening	338.89	338.89
9/19/2022	000449	StorQuest	100	8430	Building Maintenance	882.00	882.00
9/19/2022	000450	Delta Dental	100	7110	CalPERS Insurance Benefits	2,561.96	2,561.96
9/22/2022	000451	Bananas at Large	100	8035	Computers & Equipment	1,795.18	1,795.18
9/22/2022	000452	Crystal Duran	100	7200	Professional Development	501.92	
		Crystal Duran	100	8870	Grand Opening	921.65	1,423.57
9/22/2022	000453	Kristin Johnson	100	8850	Office & Commemorative	202.35	202.35
<b>OPERATING PRINTED CHECKS</b>							
9/14/2022	101553	A&P Moving	100	8430	Building Maintenance	6,606.25	6,606.25
9/14/2022	101554	ACV Argo Tiburon	100	8491	Parking	2,040.00	2,040.00
9/14/2022	101555	Aramark	100	8492	Maintenance Contracts	277.86	277.86
9/14/2022	101556	Brianne Crabtree	100	8870	Grand Opening	475.00	475.00
9/14/2022	101557	Brodart	100	7601	Books & Other Materials	72.68	
		Brodart	100	7602	Vendor Processing Costs	10.31	82.99
9/14/2022	101558	Burki the Clown	100	8870	Grand Opening	400.00	400.00
9/14/2022	101559	Don Stone	100	8870	Grand Opening	1,150.00	1,150.00
9/14/2022	101560	Glaver Cifuentes	100	8450	Janitorial Expense	7,700.00	7,700.00
9/14/2022	101561	Ingram	100	7601	Books & Other Materials	10,485.95	
		Ingram	100	7602	Vendor Processing Costs	738.84	11,224.79
9/14/2022	101562	Jason Bennett	100	8870	Grand Opening	500.00	500.00
9/14/2022	101563	Jungle James Animal Adv	100	8870	Grand Opening	600.00	600.00
9/14/2022	101564	Marin IT, Inc.	100	8070	IT Infrastructure	400.00	400.00
9/14/2022	101565	PG&E	100	8490	Electricity & Gas	2,570.77	2,570.77
9/14/2022	101566	Renee Shurstad	360	9850	Art Committee Expenses	194.44	194.44
9/14/2022	101567	SDRMA	100	7120	Workers Comp Insurance	957.50	957.50
9/14/2022	101568	TPX Communications	100	8260	Telephone	1,140.52	1,140.52
9/14/2022	101569	Vantagepoint TRF Agt 457	100	2040	Deferred Comp Deductions	2,194.05	2,194.05
					<b>Total</b>	<b>\$ 60,845.16</b>	<b>\$ 60,845.16</b>

Check Date	Check Number	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
<b>OPERATING HAND CHECKS</b>							
<b>OPERATING PRINTED CHECKS</b>							
9/28/2022	101570	Aramark	100	8492	Maintenance Contracts	277.86	277.86
9/28/2022	101571	BTL Foundation	100	8870	Grand Opening	412.13	412.13
9/28/2022	101572	Corporate Media Systems	100	8870	Grand Opening	1,000.00	1,000.00
9/28/2022	101573	Delta Dental	100	7110	PERS Insurance Benefits	1,248.12	1,248.12
9/28/2022	101574	Diego's Gardens	100	8440	Grounds Maintenance	1,360.00	1,360.00
9/28/2022	101575	Hagel Supply	100	8460	Custodial Supplies	620.10	620.10
9/28/2022	101576	Kanopy	100	7606	Digital Resources & Content	10,000.00	10,000.00
9/28/2022	101577	Library Ideas	100	7606	Digital Resources & Content	13.50	13.50
9/28/2022	101578	Marin IT	100	8070	IT Infrastructure	297.50	
		Marin IT	100	8040	Technical Support	5,687.00	5,984.50
9/28/2022	101579	Mill Valley Refuse	100	8480	Trash	283.27	283.27
9/28/2022	101580	NBS	310	8920	Bond Fiscal Agent Fees	2,564.12	2,564.12
9/28/2022	101581	Overdrive	100	7606	Digital Resources & Content	1,070.33	1,070.33
9/28/2022	101582	PG&	100	8490	Electricity & Gas	3,852.79	3,852.79
9/28/2022	101583	Project 6	100	8071	Website Maintenance	3,975.00	3,975.00
9/28/2022	101584	Redwood Security	100	8035	Computers & Equipment	4,879.00	
		Redwood Security	100	8492	Maintenance Contracts	293.26	5,172.26
9/28/2022	101585	Sanitary District 5	100	8500	Water	1,034.00	1,034.00
9/28/2022	101586	USBank Equipment Leasing	100	8210	Copier Expense	1,206.39	1,206.39
9/28/2022	101587	Vantagepoint TRF Agt 457	100	2040	Deferred Comp Deductions	2,025.00	2,025.00
					<b>Total</b>	<b>\$ 42,099.37</b>	<b>\$ 42,099.37</b>



## BELVEDERE TIBURON LIBRARY AGENCY

## EXPANSION WARRANTS

SEPTEMBER 2022

Check Date	Check Number	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
EXPANSION - HAND CHECKS							
9/22/2022	000360	Alten Construction - August	200	9045	Site Work	486,950.01	486,950.01
9/22/2022	000361	Alten Escrow - August	200	9051	Escrow	25,628.95	25,628.95
9/22/2022	000362	BTLA FY22 Payable (PC-16)	200	2031	Accounts Payable	34,385.00	34,385.00
9/22/2022	000363	CMA	200	9048	Project Management	325.00	325.00
9/22/2022	000364	MB Contract Furniture	200	9047	Furniture	62,519.04	62,519.04
9/22/2022	000365	Pile Saver	200	9047	Furniture	16,600.00	16,600.00
9/22/2022	000366	STAS	200	9045	Site Work	40.00	40.00
9/26/2022	000367	Matthias Murer	200	9047	Furniture	3,450.00	3,450.00
9/26/2022	000368	Swift Finishing, Inc.	200	9047	Furniture	750.00	750.00
					<b>TOTAL</b>	<b>\$ 630,648.00</b>	<b>\$ 630,648.00</b>



**DATE:** October 17, 2022

**TO:** Library Board of Trustees

**FROM:** Crystal Duran, Library Director

**SUBJECT:** Guidelines for Library Use Policy

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The attached Guidelines for Library Use Policy provides general guidelines for using the Library and details prohibited activities. BTLA adopted the original policy in September 2015; this version retains the original language and includes two additional prohibited activities regarding pets and food and beverages in the Library (Bullet points F and G).



## GUIDELINES FOR LIBRARY USE POLICY

Adopted September 2015

Revised October 2022

### Purpose

The Belvedere Tiburon Library's mission is to provide free and equal access to knowledge, information, and ideas through the Library's resources and programs. The Belvedere Tiburon Library seeks to provide its users with a safe and pleasant library experience in an atmosphere conducive to study, reading, and appropriate use of materials and services. To ensure that all persons may enjoy the benefits of the Library, individuals visiting or using the Library's facilities or services must comply with the following Guidelines for Library Use.

### Prohibited Activities

Disruptive or unsafe behavior including any conduct that is incompatible with the Library's proper use and/or interferes with the comfortable use of the Library by others or with the functioning of Library staff or volunteers, including but not limited to:

- A. Use of loud, abusive, threatening, harassing or insulting language or noises or behaviors which interfere with others.
- B. Use of the Library while under the influence of alcohol or non-prescribed drugs
- C. Bringing weapons of any kind onto Library property.
- D. Entering the Library with items inappropriate to Library use, including but not limited to bicycles, shopping carts, and containers or packages which singly or collectively exceed 16" x 18" x 24"
- E. Leaving personal belongings unattended on Library property.
- F. Pets are not permitted inside Library premises nor can be restrained immediately near a Library entrance that could deter others from entering the facility. Service animals are allowed per the Americans with Disabilities Act (ADA) and must be kept on a leash.
- G. Food and beverages are only allowed inside the Library during specified Library-sponsored events and activities or with Library staff supervision. Beverages are allowed in Corner Books. Library guests are welcome to use the main patio for consuming food and beverages.
- H. Lying on the floor inside the Library, except as approved for specific events.
- I. Failing to wear shirt/top, pants/skirt, and shoes.
- J. Inappropriate use of restrooms, including laundering and bathing.
- K. Fraudulent use of another's library card and/or account for any purpose.
- L. Leaving young children unattended on Library property.
- M. Loitering in a children's area or attending children's or teen programs if you are an adult, unaccompanied by a child.

- N. Theft of Library materials or items.
- O. Exuding offensive, pervasive odors, including fragrances caused by perfume or other scented products, which constitute a nuisance to other patrons, staff, or volunteers so as to interfere with their comfortable use of the Library or with the functioning of Library staff or volunteers.
- P. Selling, or soliciting services or merchandise, except for library-related purposes or events and with prior written permission from the Library Director.
- Q. Petitioning for signatures, conducting surveys or investigations, leafleting, or soliciting for funds inside the Library.
- R. Behaving in any other manner prohibited by federal, state, or local law.

These behaviors are prohibited on Library property in order to ensure everyone can enjoy the Library, and may result in warnings, expulsions, or suspension of Library privileges. Persons who violate these Guidelines may receive a warning from the Library staff and/or an opportunity to cease the violation or leave the Library. Refusal to leave the Library after being instructed to do so is trespassing. Library staff will contact local law enforcement for severe violations. Illegal activity, as well as any willful or repeated violations of these Guidelines or other posted Library regulations (e.g. computer use rules), may result in removal from the facility and/or suspension of Library privileges. In addition, where Federal, State or local law are authorized, violations of these Guidelines may also result in arrest.



**DATE:** October 17, 2022

**TO:** Library Board of Trustees

**FROM:** Crystal Duran, Library Director

**SUBJECT:** Holiday Hours

Given the upcoming holidays, the Library requests the Board review the proposed holiday business hours for the coming months. Per policy, if a holiday falls on a Saturday, the Library reserves the right to close on another day or give employees another floating holiday. If a holiday falls on a Sunday, the following Monday shall be the holiday. Past practice includes the Library operating for a half day on Christmas Eve and New Year's Eve or closing one full day for either eve. This year, both Christmas and the New Year fall on a Sunday resulting in the following Monday as the planned closed day.

DECEMBER 2022						
SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Holidays and Observances: 24: Christmas Eve, 25: Christmas Day, 26: 'Christmas Day' day off, 31: New Year's Eve

JANUARY 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Holidays and Observances: 1: New Year's Day, 2: 'New Year's Day' day off, 16: Martin Luther King Jr. Day

Below are the requested minimum holiday business hours:

- Close December 24-26, 2022
- Close January 2, 2023



**DATE:** October 17, 2022

**TO:** Library Board of Trustees

**FROM:** Crystal Duran, Library Director

**SUBJECT:** CopyCat Grant

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The Library submitted an application for a CopyCat Grant for \$19,968 from the CA State Library in August 2022. CopyCat grants are intended to help libraries easily implement tried-and tested programs and extend the impact of previously funded, successful projects. CopyCat projects include a toolkit that covers budget, operations and policies, and practical tips for success. The program currently has 17 replicable projects and we submitted a grant request to develop a Memory Lab which is comprised of three components:

1. A physical space where the public can transfer their physical memories from older formats to high quality digital files for free
2. An online resource with guides to using the lab equipment and further recommendations and readings about personal archiving
3. Public events and classes that celebrate personal archives as well as teaching personal archiving concepts and skills

We received a notice of intent to award the full amount requested in October 2022. The funds will enable the library to establish a digitization station and facilitate programs to empower individuals to digitize personal memorabilia, capture local history, and enrich community connections. The Memory Lab will be a mechanism to engage new library users and spark a newfound interest in the library from regular users, by providing individuals with the tools and support to make lasting digital records of their most precious memorabilia.

The Memory Lab will be overseen by the Adult Services Librarian, with support from both the Technology and Learning Initiatives, Community Engagement Librarians, and other staff and volunteers. Assigned staff and select volunteers will be trained in general preservation and archival concepts, how to use the equipment, and other elements presented by the Memory Lab Network. The dedicated Memory Lab equipment will live in the library's new digital lab, located within the MakerSpace. Staff will reproduce easy-to-use instructions and provide orientation and training for individuals to become "Memory Makers" and use the equipment independently.

The Memory Lab will take full advantage of new library features including a recording sound booth in the Makerspace, the digital lab, digital displays, and a gallery. Memory Makers will be encouraged to record oral histories to complement their digital keepsakes and share them with the community through programs, an online gallery, and digital displays inside the library. The Memory Lab will build upon efforts to preserve local history by partnering with the town's Heritage and Arts Commission, the Belvedere-Tiburon Landmarks Society, and the local school district. These partnerships will enrich community connections by creating opportunities to share dialogue, personal histories and encourage cross-generational conversations. Partnering with these entities will also ensure local efforts are complementary rather than duplicative.

The grant period is from October 2022 to June 2023 and this period is dedicated to planning, testing procedures and digitization workflows, and training staff in order to establish a viable "do-it-yourself" digitization program. Patrons will be able to digitize paper-based documents, photographs, VHS/VHS-C cassette tapes, audio cassettes, and migrate data from DVDs, CDs and 3.5 inch floppy disks.

The total cost to implement the project is estimated to be \$45,152 with the grant providing 44% of the costs. The chart below indicates expenses:

<b>Expense</b>	<b>Grant</b>	<b>In-Kind</b>	<b>Total</b>
Personnel	\$8,358	\$24,884	\$24,890
Supplies and Materials	\$9,795	\$300	\$6,095
Indirect Costs	\$1,815	\$	\$1,815
	\$19,968	\$25,184	\$45,152

In-kind contributions include staff support from the Adult Services Librarian, Technology and Learning Initiatives Librarian, Community Engagement Librarian, and Assistant Library Director. The Adult Services Librarian will order equipment and supplies, plan training, workflows, and lead implementation. The Community Engagement Librarian will assist with these tasks as well as conduct marketing and outreach. The Technology Librarian will largely focus on the hardware setup, technical assistance, website additions, and digital gallery management. The Library Assistant will support all activities and the Asst. Director will provide project oversight and submit reports. The reporting requirements for the grant include quarterly expenditures and two narrative reports. The final report will capture project outputs and outcomes.



**DATE:** October 17, 2022

**TO:** Library Board of Trustees

**FROM:** Crystal Duran, Library Director

**SUBJECT:** Sustainable California Libraries Grant

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The Library submitted an application for the Sustainable California Libraries initiative for \$29,957 from the CA State Library in August 2022. The LSTA-funded Sustainable California Libraries themed grant provides libraries the opportunity to design programming and educational opportunities focused on sustainability and climate resilience, by collaborating with project partners, community connections, and community members.

We received a notice of intent to award the full amount requested for the Planting SEEDs (Supporting Environmental Education and Direction) project in October 2022. The funds will enable the library to provide educational opportunities for the community and staff, implement operational changes, and seek Sustainable Library Certification to reduce energy consumption and waste generation and increase recycling rates. This will position the library as an educator, convener, and key partner in local efforts to address climate and sustainability issues. The library will join the Sustainable Libraries Initiative network and begin work toward completing the Sustainable Libraries Certification Program (SLCP). The SCLP framework comprises twelve categories including materials management, collections, and community resilience. To begin reducing energy consumption and waste generation, a component of SLCP, the library will adopt green procurement and energy conservation policies. To increase recycling rates among library staff and users, a variety of recycling and compost bins and easy-to-understand signage will be placed throughout the library. The library will conduct the most activities in its third goal area around improving staff and community knowledge. These activities include staff training, curating a collection of books and resources on topics of sustainability, implementing a Green Book Club, hosting and participating in local climate-focused service group meetings, and hosting the community's first-ever sustainability fair in April 2023. To increase the community's awareness and involvement in the library's green efforts, the library will host a webpage showing progress towards SLCP and include other significant data such as consumption and reduction rates.



The library's Green Team made up of the Library Director, Assistant Director, Teen Librarian, Technology and Learning Initiatives Librarian, and Adult Services Librarian will work collaboratively to implement all activities. The library will also host a paid college student intern to assist and provide them with hands-on learning. Ideally, the intern will be a student enrolled in an MLIS program but students earning their BA/BS in environmental science or a closely-related major will be considered. The grant period is from October 2022 to June 2023.

Project outputs include a minimum of:

- Two staff trainings
- Two operational policies adopted
- 40 books, DVDs, eBooks added to collection for borrowing
- Five Green Book Club discussion sessions hosted
- A community sustainability fair
- Three components of Sustainable Libraries Certification Program completed
- Dedicated webpage with resources and SLCP progress

The total cost to implement the project is estimated to be \$69,028 with the grant providing 43% of the costs. The chart below indicates expenses:

<b>Expense</b>	<b>Grant</b>	<b>In-Kind</b>	<b>Total</b>
Personnel	\$16,830	\$34,230	\$51,060
Travel	\$4,200	\$1,516	\$5,716
Supplies and Materials	\$6,300	\$2,825	\$9,125
Services	\$1,200	\$500	\$1,700
Indirect Costs	\$1,427	\$	\$1,427
	\$29,957	\$39,071	\$69,028

Travel expenses will allow the Adult Services Librarian, Student Intern, and Teen Librarian to present a session (traditional and poster) at the CLA 2023 Conference in Sacramento. In-kind contributions are predominantly staff support. The Adult Services Librarian will supervise the Student Intern for the project's duration. The Adult Services Librarian will also lead planning and implementation for the collection, book club, and sustainability fair. The Student Intern will participate in all project activities, including researching operational policies, soliciting training opportunities, facilitating Green Book Club discussions, conducting outreach, and supporting the sustainability fair. The Asst. Director, Teen Librarian, and Tech. Librarian will support the project as Green Team members and work on SLCP. The Director will provide project oversight, liaise with community groups, and direct project evaluation. Library assistants will support outreach and implementation of the sustainability fair. Reporting requirements for the grant include

quarterly expenditures and two narrative reports and the final report will capture project outputs and outcomes.

## **Belvedere-Tiburon Library Agency Future Meeting Dates**

**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**

**October 15, 2023**

**All meetings are held on Mondays at 6:15 pm IN PERSON in the Library  
Founder's Room, with Zoom access also available.**