

SPECIAL Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
February 13, 2023
As approved on March 20, 2023

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

Members Absent: Treasurer Jeff Slavitz

Also Present: Crystal Duran, Glenn Isaacson, Chuck Hornbrook, Deirdre McCrohan, Kristin Johnson

CALL TO ORDER: Chair Weil called the meeting to order at 5:30 pm

PUBLIC COMMENT

Chair Weil opened the floor to public comment on the subject matter of the closed session. There were no comments.

Motion to enter closed session made by Vice Chair Johnson, seconded by Trustee Hooker, all present in favor.

CLOSED SESSION

Closed Session: (per Government Code Section 54957 and 54954.5 (e))

Public Employee Performance Review: Government Code Section 34957

Title: Library Director

RETURN FROM CLOSED SESSION – 6:15pm

Chair Weil announced that no action was taken in the Closed Session.

OPEN Forum:

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

1. Chair's Report

There was no report from the Chair.

2. Library Director's Report

Director Duran reported that the Library would resume Sunday business hours starting February 26th. New hours are Monday through Thursday 10am to 7pm, Friday through Sunday 10am to 5pm.

The Agency had previously explored installing solar at the January meeting. Director Duran has since reached out to 3 vendors, 2 of which were recommended by Chuck

Hornbrook at the January meeting. The Finance Committee will be meeting on Friday to discuss the information gathering process regarding solar installation possibilities. Library Staff are re-evaluating the Library's janitorial services, and Staff will present a contract for approval at the March Agency meeting.

The Library's new Makerspace is very popular, and the gathering of patrons young and old in the space is serving to facilitate community collaboration. Recently, a local patron asked for help in creating a 3D replacement for a walking cane, and a student working in the Makerspace was able to help the patron create a cane. Trustee Johnson suggested that Director Duran submit these kinds of stories to the Ark Newspaper.

Chuck Hornbrook is attending tonight's meeting to follow up on the January solar presentation. He is concerned about the Library being able to meet an April 13 deadline, and avoid new metering requirements. He said that community volunteers are available to help the Agency to reach out to service providers.

Trustee Hooker asked whether the Library was receiving broader public comments and concerns from community members about materials content of the Library. Director Duran said that no direct concerns had come to the Library Staff, and that the Agency recently approved an update of the ALA bill of rights as part of Library policy.

Trustee Richards asked whether there is a large population of home schooling families in the Library's service area. Director Duran said that, since the pandemic, there are more families home schooling their children, and that Children's Librarian Alicia Bell is creating a roster, polling individual needs, and arranging meetups.

Chair Weil requested that circulation statistics be presented at the next Agency meeting and asked about checkouts using phones. Director Duran said that phone checkout is coming soon, but patrons can check out with digital library card on their phones at the main Circulation desk rather than at the self-checkout stations.

3. Expansion Update

Project Manager Glenn Isaacson reported that there were no lasting ill effects from the January rainstorm. Standing water was discovered under the building after the storm, and it took about 12 days to evacuate the water. Dehumidifiers are now running to circulate air and dry the under-building spaces. Phase 2 of the follow-up will be to determine the cause of the water buildup and to determine responsibility. The source of the water was roof runoff, not marsh overflow or groundwater rise. The roof-to-ground downspouts did not carry the water away as effectively as needed. Project Manager Isaacson recommends that the Library install a mechanical ventilation system in the basement. He will meet with the architect and the contractor this week to verify whether the drainage system is functioning properly.

The resolution of the general project punch list is going well at fewer than 12 items. When the list is finished, Project Manager Isaacson will call for inspection and a final accounting.

Agency members expressed thanks to Project Manager Isaacson his many hours and years of volunteering on the Project.

4. Belvedere Tiburon Library Foundation Report

Director Duran reported on behalf of President Scully that the Isabelle Allende and Elaine Petrocelli event was a huge success. The next Foundation event will be the Teddy Bear Tea on April 1. As of March 10, this event is sold out.

5. Committee Reports

The Long-Term Planning Committee held a March 1 meeting, and the Finance Committee met last Friday and will meet again this Friday. Both Committees will continue as needed for Budget and longer-term planning.

CONSENT CALENDAR

6/7. Motion to approve the Minutes of January 23, 2023, and the Warrants dated month of January, 2023, made by Trustee Richards, seconded by Trustee Hooker.

Roll Call Vote:

Ayes: Ken Weil, Maureen Johnson, Niran Amir, Lawrence Drew, Anthony Hooker, Roxanne Richards.

Absent: Jeff Slavitz.

Noes: None.

Motion Passed.

TRUSTEE CONSIDERATIONS:

8. Consideration of Library Sustainability Policy

Director Duran reported that current sustainability grant program requires the Library to create a sustainability policy. Trustee Richards added that Libraries were a first with sustainability by nature, with their multi-user book collections. This is a great sustainability marketing point.

Trustee Drew asked about documentation on the Library's progress with actions/efforts under the sustainability grant. Director Duran said that Library Staff are developing a website page, which will illustrate progress toward certification, what has been accomplished, Library events marketing, and links to other related community services.

Chuck Hornbrook said that he is a member of Tiburon Climate Action Committee, and that the Climate Action Plan adopted by the Town of Tiburon is aggressively moving forward in collaboration with Belvedere and Mill Valley. He encouraged the Agency to

support Director Duran on this effort. Director Duran added that Staff have reviewed the Town's plan to begin to determine how the Library fits in, and will be working closely with the Town's representatives to partner in that work.

MOTION TO APPROVE the Library Sustainability Policy made by Trustee Amir, seconded by Trustee Drew.

Roll Call Vote:

Ayes: Ken Weil, Maureen Johnson, Niran Amir, Lawrence Drew, Anthony Hooker, Roxanne Richards.

Absent: Jeff Slavitz.

Noes: None.

Motion Passed.

9. Consideration of Agency Draft Audit for the fiscal year ended June 30, 2022

Audit partner Vikki Rodriguez and Clerk Johnson had previously presented the audit at the February Agency meeting. This is a second reading, and an opportunity for further questions and/or requests for changes. There were no changes requested.

MOTION TO APPROVE the Agency Draft Audit for the fiscal year ended June 30, 2022, made by Vice Chair Johnson, seconded by Trustee Richards.

Roll Call Vote:

Ayes: Ken Weil, Maureen Johnson, Niran Amir, Lawrence Drew, Anthony Hooker, Roxanne Richards.

Absent: Jeff Slavitz.

Noes: None.

Motion Passed.

10. Consideration of Future Meeting Format

Director Duran said that the Library would make a one-time investment for equipment, and take out an annual subscription for software to support a hybrid meeting format. This will require a 3rd Library Staff member to attend meetings to monitor the virtual attendees. Technology and Learning Initiatives Librarian Ivan Silva will support the initial setup, and another staff will support each meeting.

There is no guarantee the system will be flawless, for example, if connectivity is lost, the Agency will have to pause the meeting.

The purchased equipment could also be utilized for other hybrid programming, with opportunity to create program and public access. If the Library were to meet at the

Town hall and use the Town's equipment that would be exclusive, but Library-owned equipment could be offered as a service to the community.

Vice Chair Johnson cautioned that the Library move slowly so that when the service is offered to the community, it will facilitate a good experience. The City of Belvedere staff have not had a good experience with their system.

Trustee Amir said that she supports a hybrid model in light of post-COVID reality with increased usage of remote formats. If the setup is well created, stakeholders will see the value, and the cost is not high. This would provide an inclusive platform. She suggested using the software/platform opportunity for recording meetings.

Director Duran said that, under a hybrid system, the Agency is still required to have a Quorum physically present at each meeting, and each Agency member must attend 80% of meetings in person. Each meeting will require an Agency poll for virtual or physical attendance.

The Agency members generally concluded that Director Duran should proceed with the purchase of equipment to support hybrid meetings.

11. Consideration of Lease Capitalization Threshold

Motion to Approve the Capital Lease Threshold of \$100,000 made by Trustee Richards, seconded by Vice Chair Johnson.

Roll Call Vote:

Ayes: Ken Weil, Maureen Johnson, Niran Amir, Lawrence Drew, Anthony Hooker, Roxanne Richards.

Absent: Jeff Slavitz

Noes: None.

Motion Passed.

14. Meeting Dates

The next Regular BTLA meeting is scheduled for Monday, March 20, 2023 at 6:15pm. The Meeting Dates list needs a correction of October to the 16th.

Respectfully Submitted,

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