

REGULAR Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
April 17, 2023
As approved on May 15, 2023

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

Members Absent: Vice Chair Maureen Johnson

Also Present: Crystal Duran, Glenn Isaacson, Lori Liu, Deirdre McCrohan

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. There were none.

1. Chair's Report

Chair Weil read excerpts from a recent San Francisco Chronicle article [Welcoming Libraries offer a peek into what America should be](#) and encouraged Trustees to read the article. National Library Week is April 23-29.

2. Library Director's Report

Director Duran reported that the *Transcultural Art of Chinese Tradition* would be up from April 20 through June 8.

The Library will host Green Week May 8-13, with a number of activities and author and local agency presentations, including a sustainability fair on Saturday, May 13. The events will be promoted through a press release, local paper ads, community signage, and digital communications. Green Week has been funded through a California State Library Grant.

Library Staff are busy acquiring equipment and setting up space in the Maker Space for the Memory Lab project, which will launch in July.

Director Duran is applying for grants for the coming fiscal year, including a continuance of the Zip Books program, Sustainable Libraries (second year), and a California State Library infrastructure grant (for solar panels, backup, and generator funding).

The Library's EV chargers are now live in the parking lot, with operating hours of 6am to 8pm. Each user is limited to 4 hours. The charge is 25 cents per kW, and can be determined and changed as appropriate. With a soft launch, the chargers have seen constant use since activation.

Trustee Hooker asked about the cost of the EV chargers. Director Duran said that the Library would be paying a vendor to use the system, but also benefit from the user payments, hopefully at a cost-neutral level currently, with possible net revenue in the future.

Trustee Richards asked whether there were other stations in Belvedere and Tiburon. Director Duran said there were stations at the Tiburon Lodge, but no other spaces in Tiburon. The City of Belvedere has a station.

Trustee Drew expressed appreciation for the Zip Books program, in which patrons can order books not in the Library's collection, read them, and return them to the Library for addition to the collection. Director Duran said that the program is doing well and was funded through a \$2,500 grant. Director Duran will re-apply for additional funding for this program.

Trustee Hooker suggested that the Foundation be given a list of small miscellaneous needs of the library for sharing with potential donors. Director Duran said that it is important to inform the foundation about current projects and tangible reportable results for donor inspiration.

The Library has added the Washington Post to available online newspapers as part of the MARINet consortium. Several Trustees asked whether the Library could provide access to the cooking section of the New York Times.

3. Expansion Update

Project Manager Glenn Isaacson reported that the Expansion Project punch list is getting shorter. A recent walk through with the architect found most items on the list had been properly completed. A Corner Books sign has been placed on the Tiburon Boulevard Patio. Mr. Isaacson is working with the graphic designer to create interior wayfinding signs for patrons. The Project contractor is applying for the final permit from the Town of Tiburon.

Trustee Richards asked about a map for patrons. Director Duran said that there were some maps in the Library video screens and a large printed map near the Reference Desk.

Mr. Isaacson said that the Foundation is also working with the graphic designer to develop a way to preserve visuals of donor tiles from past years.

4. Belvedere Tiburon Library Foundation Report

There was no Foundation Report.

5. Financial Report

Treasurer Slavitz said that the financials presentation tonight should include a discussion of what Trustees want to see in the report.

Page 5-1 summarizes Library Revenue actual results compared to Budget for the current year and the prior year (fiscal year 2022) and fiscal year 2019. Library taxes appear low at this point, as they are received twice per year in December and in April or May. Year-to-date revenue is in line with prior years.

Page 5-2 summarizes Library Expenditures. The Personnel category is lower to-date this year, due to re-staffing after construction and the pandemic. Circulation materials appear high due to annual subscription payments made early in the year. Technology services are high due to the purchase of room reservation software. Page 5-2 also shows use of reserves, including line of credit repayment.

It is best to examine actual results versus budget at year-end, since the timing of income receipts and expenditures vary.

Pages 5-3 through 5-5 present a more detailed picture of operating income and expenditures in addition to a detail of reserve uses and balances.

Pages 5-3 and 5-4 show a detail breakdown of Revenue and Expenditures.

Trustee Hooker noted that while revenue arrives unevenly, expenditures flow more evenly through the year. He also noted that personnel was budgeted higher than the current spending. Treasurer Slavitz said that this is due to the process of staffing up to pre-construction and pandemic levels.

Page 5-5 shows reserve activity, including line of credit payments and Expansion Project inflows and expenditures. In addition, cash balances by fund and by bank account are detailed. Library staff recently moved additional Expansion and Operating funds from checking and savings accounts to LAIF to keep Bank balances near the FDIC limits given the recent bank industry issues.

Trustee Hooker noted that total expenditures are at 65% with 75% of the budget year completed, and asked if this was a realistic picture of expenditure savings. Treasurer Slavitz suggested that a year-end review of the numbers would give a more concrete picture.

Trustee Richards asked whether the Foundation had additional funds to give the Library this year. Treasurer Slavitz said that the Foundation was weighing needs for operations before making further contributions.

Trustee Hooker asked if Foundation finances are reported at Agency meetings. Treasurer Slavitz said that the Foundation financial reports separately presented at Foundation meetings.

Trustee Hooker requested that footnotes be added to the Agency financials for income and expense categories that vary widely from the current percent of the year completed, and that prior year comparative numbers be presented in the detail report.

It was noted that the detail check-by-check disbursements (warrants) are shown separately in the consent calendar section of the Agenda because they require an action of approval by the board.

6. Committee Reports

Trustee Richards reported that the Long Range Planning committee has had several meetings. They are currently considering appropriate process going forward, with awareness of the need to coordinate with board, staff, and community. They are also considering what professional guidance might be needed. Director Duran is researching available consultants. The committee will continue to present thoughts in May, solidify goals and the scope of the process going forward, and begin work on a plan in July.

CONSENT CALENDAR

7/8. Motion to approve the Minutes of March 20, 2023, and the warrants for the Month of April 2023 made by Treasurer Slavitz, Seconded by Trustee Amir.

Roll Call Vote:

Ayes: Ken Weil, Jeff Slavitz, Niran Amir, Lawrence Drew, Anthony Hooker, Roxanne Richards.

Absent: Maureen Johnson

Noes: None.

Motion Passed.

TRUSTEE CONSIDERATIONS:

9. Consideration of Resolution No. 290-2023 adopting a proclamation in honor of National Library Week

Director Duran said that the point of this resolution is to illustrate and market what the Library is doing. The Town of Tiburon is making a similar resolution. The City of Belvedere was not able to put a resolution on their agenda, but did make announcements regarding Library Week at their council meeting. On Tuesday, the Library will honor Library workers, volunteers, and friends. There will be an outreach visit to Hilarita School. Trustee Richards suggesting advertising in the local paper. Director Duran said that special shows and featured books have been advertised in a ¼-page ad with the Ark. There is also currently a Corner Books banner at Blackie's Pasture.

MOTION TO adopt Resolution No. 290-2023 made by Trustee Richards, seconded by Trustee Amir.

Roll Call Vote:

Ayes: Ken Weil, Jeff Slavitz, Niran Amir, Lawrence Drew, Anthony Hooker, Roxanne Richards.

Absent: Maureen Johnson.

Noes: None.

Motion Passed.

10. Consideration of Resolution No. 289-2023 entering into a legal services agreement with firm Richards, Watson, and Gershon and appointing Lori Liu as General Counsel

Director Duran said that the Library had been with Ragghianti Freitas as legal counsel for many years. That firm recently ended their Library service, as they are focusing on land use issues. The Library needs general legal services going forward. Director Duran reached out to several firms, and the executive committee interviewed three firms. The committee was impressed with Lori Liu at Richards, Watson, and Gershon. Ms. Liu has a good Library connection. Ms. Liu introduced herself and said that she has been practicing law for 20 years and is committed to municipalities. She served on the Brisbane Council and as Brisbane Mayor, has served on the Brisbane Library Board, and has done a lot of work with Joint Powers Authorities with respect to land use, the Brown Act, ethics, general contracts, and other Board issues.

Trustee Drew asked whether there might be any conflicts of interest in Liu's service to the Library. Ms. Liu said there were not.

MOTION TO adopt Resolution No. 289-2023 made by Trustee Drew, seconded by Treasurer Slavitz.

Roll Call Vote:

Ayes: Ken Weil, Jeff Slavitz, Niran Amir, Lawrence Drew, Anthony Hooker, Roxanne Richards.

Absent: Maureen Johnson.

Noes: None.

Motion Passed.

11. Consideration of Agency meeting times

Trustee Richards said she had wanted an earlier time, but understands that the best time for the public and all trustees to attend is primary.

Trustee Amir, as a working parent, said that the current meeting time works best.

Trustee Drew, who initiated the consideration of the time change, agreed that the current schedule works.

Chair Weil added that Trustee attendance has been great at this time. If future Trustees need different times, the issue could be considered again.

No action was taken.

12. Consideration of Local Author Collection Policy

Director Duran said that the Library Reference Staff had asked for a formal policy regarding local author book donations. Historically, any local author could contribute to the collection. Two copies were typically donated, one kept in a locked local author cabinet, and one added to the circulating collection.

Trustee Drew asked if works with multiple authors would be included in allowed donations. He asked that that be delineated in the policy. Director Duran said that would not be necessary, as long as one of the authors is a current or former resident of the area. Trustee Richards asked about the time of retention in the collection. Director Duran said that the policy would follow the general collection policy in terms of removing out of date items. Local authored books could be kept non-circulating in archives after removal from the circulation collection. The requirement would be residency at the time when the book was written.

Per the general collection policy, self-published items are not considered. Accepted works must be produced in a larger publishing house, be credible, and agree with the Library's selection criteria. This includes review and approval by the Library Director and/or Director of Reference/Assistant Director.

MOTION TO adopt Local Author Collection Policy made by Trustee Hooker, seconded by Treasurer Slavitz.

Roll Call Vote:

Ayes: Ken Weil, Jeff Slavitz, Niran Amir, Lawrence Drew, Anthony Hooker, Roxanne Richards.

Absent: Maureen Johnson.

Noes: None.

Motion Passed.

13. Consideration of updated Gift and Donation Policy

Director Duran said that this policy is a consolidation of two policies adopted 1997 and 1998 to make process and consideration easier and to clean up Library records.

Trustee Richards asked whether the policy applies to donations made through the Foundation. Director Duran said that there is a distinction between direct Library Donations (not tax-deductible) and donations through the Foundation (tax-deductible). The policy passed last month addressed larger donations.

Trustee Drew asked whether the policy would address receiving the full cost of a defined item including ongoing upkeep, which would require financial support. Director Duran agreed to add wording that would specify this.

Ms. Liu suggested adding a reference to reasonable maintenance in the third paragraph.

Trustee Drew asked if there would be any low dollar amount financial limits. Trustee Richards said that higher amount donors would be encouraged to donate through the Foundation. Trustee Amir added that monetary donations intended to improve the facility must be approved by the Agency and must include planning, purchase, installation, and maintenance costs. Facility-oriented donations to the Foundation must also be approved by the Agency.

Director Duran will include a clause that requires over \$30,000 donations to be made to the Foundation.

MOTION TO adopt updated Gift and Donation Policy made by Trustee Drew, seconded by Trustee Amir.

Roll Call Vote:

Ayes: Ken Weil, Jeff Slavitz, Niran Amir, Lawrence Drew, Anthony Hooker, Roxanne Richards.

Absent: Maureen Johnson.

Noes: None.

Motion Passed.

14. Schedule of 2023 meeting Dates

The next Regular BTLA meeting is scheduled for May 15, 2023.

Chair Weil adjourned the meeting at 7:28 pm.

Respectfully Submitted,

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