

**REGULAR Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
August 21, 2023
As approved on September 18, 2023**

Roll Call, Present: Chair Ken Weil, Lawrence Drew, Anthony Hooker, Emily Poplawski, Roxanne Richards

Members Absent: Treasurer Jeff Slavitz, Niran Amir

Also Present: Crystal Duran, Suzannah Scully (remote), Marty Winter, Kristin Johnson

CALL TO ORDER: Chair Weil called the meeting to order at 6:17 pm

1. ELECTION OF OFFICERS

Chair Weil called for nominations for Agency Chair. Trustee Hooker nominated Roxanne Richards. Trustee Drew seconded. All present in favor, none opposed, nomination passed.

Chair Richards called for nominations for Agency Vice Chair. Trustee Weil nominated Anthony Hooker. Trustee Drew seconded. All present in favor, none opposed, nomination passed.

Chair Richards called for nominations for Agency Treasurer. Trustee Weil nominated Jeff Slavitz. Chair Richards seconded. All present in favor, none opposed, nomination passed.

OPEN Forum:

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

2. Chair's Report

Chair Richards thanked the Agency and Staff for their recent work in planning and recruitment, and commended the Staff for flexibility in filling staffing gaps.

3. Library Director's Report

Director Duran reported that the 94920 Art Reception drew great crowd last Thursday. Three pieces were sold, and one sale is pending.

Staff are working to get the word out for the fall Speaker Series, with a posting on the Library website calendar for registration and an Ark ¼ page ad scheduled for this week. Vice Chair Hooker mentioned the recent Ark News coverage of the Library with two cover stories: the Art Opening and the new Teen Garden.

This year's youth Summer Reading programs drew a good turnout, with 190 participants. The summer programs also included a Reading Buddies session in which kids from different grade levels had the opportunity to read aloud together. A Fall Cocoa hour will

also include a read-aloud book club for early readers in grades 1-2. Library Staff are in conversation with local schools to engage students in the book clubs.

Library Staff is also busy filling open positions. The Library's job postings are attracting people from other local libraries and we hope to be fully staffed by September.

Trustee Hooker asked whether a salary study would be included in the strategic planning process. A separate study could be pursued externally or internally, depending on staff capacity. A local living wage factor is part of the Sustainable Libraries Certification Program in which the Library is currently participating. Vice Chair Hooker asked if a consultant might add value to a staff study. Director Duran said that she is working on possibilities, which also include a benefits analysis and a highlight of what the Library already offers. The lowest cost she has seen for a compensation study is \$18,000.

The Library will lengthen business hours beginning September 18. The new schedule will be 9 am to 7 pm Monday through Thursday, and 10 am to 5 pm Friday through Sunday. Opening at 9 am will be a first for the Library. Most Libraries in Marin County open at 9 am. Trustee Hooker asked what the added cost of longer hours would be. Director Duran said that the staff would absorb the additional hours under the current budget plan. Vice Chair Hooker asked if the Staff would keep statistics on usage for the new hours. Director Duran affirmed. Trustee Weil said that many Libraries are open after 7pm. In addition, night programs have been successful at the Library, so the Staff should rightly consider opening later to accommodate different patron schedules.

The Zip Books Grant has been renewed, with \$2,770 available to buy books by patron request.

4. Expansion Update

Project Manager Glenn Isaacson reported that post-project punch list has been completed. However, the warranty work is not yet complete, as some items are not yet functioning properly. A list of approximately 12 items in need of adjustment has been compiled. This work is outside of the contract items. The project hired an alternate smaller contractor to complete those items.

Items remaining to complete include a copper shroud for equipment on the Mar West Side of the building (an outside of contract item). The shroud is required for permitting, and has been priced for installation soon. The Library signage for Mar West has been ordered and will be installed this week. Interior signage has been completed. Usage and patron feedback to staff will determine if more signage is needed.

The landscape maintenance will be transferred from the current project subcontractor to a contractor that will be shared with the Town of Tiburon.

Documentation for final certification of occupancy for the building, planning, fire, sewer, and water, has been solicited.

The project remains within budget.

Trustee Drew asked when the Town of Tiburon would make its final contribution to the project. Project Manager Isaacson said that the Town Building Inspector has signed off; a Planning Department signoff is needed next, followed by signoff from other agencies. The contribution timing will probably follow a full completion.

5. Belvedere Tiburon Library Foundation Report

Foundation President Suzannah Scully reported that Foundation members are currently working on donor recognition, Popup 94920, The Gently Used Art Auction, and Corner Books.

Donor recognition involves three areas: the donor wall outside the Art Gallery at the Plaza Entrance, plaques in various rooms and stations, and book signs in the Fireplace Room. Foundation members are managing proofing, production, and communication with donors. The names should be installed by October 1.

The Popup 94920 event will be held in the Founders' Room on October 12. This will be an opportunity for donors to attend the event and view their installed recognitions. The Popup will feature eight speakers; tickets will be \$75, with Bright Light sponsorships available at \$1,000 for four tickets. Rachel Ong and Lucy Churtin are planning the event.

The Gently Used Art Auction, in which donated art is sold at the Library, will be held from November 1 through 5. A donor preview will be held on November 1. Brenda Bottum is in charge of communications/solicitation and Susan Norton is planning the auction. Art donors will be solicited through previous donor contacts, advertising and a press release in the ARK and the Marin IJ. Ads will specify a period for art drop-off along with event dates. Trustees are encouraged to put the word out to their communities. Volunteers will manage the event for the most part, and Library staff time/cost will not increase.

Corner Books is bringing in book sales of \$2,000 per month and growing. The community is enjoying this resource. Chair Richards expressed appreciation for Heather Lobdell, who has managed Corner Books on a volunteer basis for many years. Community members may donate up to two grocery bags of books per week, and more books than can be stocked come in to Corner Books regularly. An archiving company picks up excess book stock.

6. Financial Report

Clerk Johnson presented preliminary cash basis numbers for the fiscal year ended June 30, 2023.

Operating Revenues are at 93% of budget, with additional Basic tax income of \$252,000 received in July and August, which brings total estimated revenue to \$3,288,358, or 101% of Budget. Additional ERAF is also expected.

Operating Expenses are at 88% of budget and are projected to be about 90% of budget after year-end accounts payable accruals are added. This savings is due to the “short year” of operations, with the opening in late September, and to open staff positions, which took time to fill.

Net Operating Revenue is expected to be around \$400,000.

Chair Richards asked why Technology Services doubled from 2019 and whether this level of increase should be expected going forward. Director Duran said that the increase is mainly due to purchase of Communico, the technology used for meeting room reservations. There was an initial installation cost, and annual subscription costs going forward of approximately \$9,000. In addition, there were some additional Technology updates with the new building, which were not included in the Expansion Budget. Director Duran does not expect large increases in the future.

Chair Richards asked about the increase in Building Expenses. Director Duran said that insurance and utilities increases were anticipated and were included in the budget. Grounds maintenance will also increase over the current budget due to a new cost-sharing agreement with the Town. Chair Weil noted that the increase is commensurate with the increased size of the building. Director Duran added that the Air Conditioning is a new feature in the Library, and HVAC maintenance costs have also increased.

Chair Richards noted that the Foundation contributed \$300,000 to the Expansion and \$54,000 to Operations in Fiscal Year 2023.

An additional \$600,000 principal payment was made on the Expansion Line of Credit from funds in excess of expected final expenditures.

Library Staff have opened a Wealth Management account with Mechanics bank and deposited \$500,000 in a six-month Treasury Bill at about 5.14%. Six-month Bills have been selling with higher interest rates than one-year bills in the current market.

7. Committee Reports

Chair Richards reported that the Long Term Planning Committee has been meeting regularly. Director Duran posted a Request for Proposal (RFP) for a Strategic Planning consultant in June, from which the Agency received nine proposals. A final recommendation by the strategic Planning Committee consisting of Chair Richards, Vice Chair Hooker, Trustee Drew, Foundation Member Lucy Churton, Director Duran and Assistant Director Della Santina has been included for consideration in tonight’s packet.

Director Duran noted that a Finance Committee Meeting will be held in mid-September to discuss cost savings from the past fiscal year and future strategies to maintain operations and repay the expansion line of credit going forward.

CONSENT CALENDAR

- 8/9. Motion to approve the Minutes with suggested changes (see below) of June 19, 2023, and the Warrants for the Months of June and July 2023 made by Trustee Weil, Seconded by Vice Chair Hooker.**

Chair Richards requested that the last sentence on paragraph 4 on page 8-2 be moved to the following paragraph, as the planning study and the compensation study are separate issues.

Roll Call Vote:

Ayes: Roxanne Richards, Anthony Hooker, Lawrence Drew, Emily Poplawski, Kenneth Weil.

Absent: Jeff Slavitz, Niran Amir

Noes: None.

Motion Passed.

TRUSTEE CONSIDERATIONS:

- 10. Consideration of Appointments to Finance Committee (standing) and Long-Range Planning Committee (ad-hoc)**

Motion to approve the Finance Committee members Anthony Hooker, Jeff Slavitz, and Kenneth Weil made by Trustee Drew, Seconded by Trustee Weil. All present in favor, none opposed, motion passed.

Motion to approve the continuance of the Long Term Planning Committee members Roxanne Richards, Anthony Hooker, and Lawrence Drew made by Trustee Weil, Seconded by Trustee Drew. All present in favor, none opposed, motion passed.

- 11. Consideration of entering into an agreement with Ivy Group for strategic planning consulting up to \$40,000.**

Director Duran said that the recommended proposal comes from the Ivy Group, a boutique planning firm, and offers two lead consultants with support. The proposed timing of the work will take place from August 2023, through January 2024. The Proposed cost is \$34,720 plus travel of \$5,000. The Library's counsel has reviewed the proposal.

The schedule includes two meeting days in late September. The first day will be a public and joint Foundation / Library Agency meeting on September 26. A second meeting will be scheduled for November, the week before Thanksgiving.

Trustee Weil asked about page 11-6, where three items are marked as optional: The market segmentation option for \$9,000 might be very important to include. Director Duran said that today's proposal amount excludes all three optional items; however, the market segmentation is an item that will be explored further. Foundation members have expressed interest in this area, also. An informational meeting on the market segmentation option will be held this week, which will support the decision making process.

MOTION TO enter into an agreement with Ivy Group for strategic planning consulting with a possible increase up to a total of \$50,000 made by Chair Richards, seconded by Trustee Weil.

Roll Call Vote:

Ayes: Roxanne Richards, Anthony Hooker, Lawrence Drew, Emily Poplawski, Kenneth Weil.

Absent: Jeff Slavitz, Niran Amir

Noes: None.

Motion Passed.

12. Consideration of adopting an Employee Travel Policy.

Director Duran noted that the Library Budget includes professional development for Staff. A policy is needed to define purpose and procedures for staff travel and attendance at conferences and other educational events.

Trustee Weil asked about board participation in travel and expenses. Director Duran said that Trustees were originally considered to be included the policy, but because Trustees are appointed rather than elected, Library counsel advised creating a separate policy for Trustees.

Trustee Weil also asked that the policy be revised to include a specification that travel and attendance at conferences and other events are considered to be within the scope of regular working hours, i.e., staff will not be paid for time above regular pay when they are traveling and attending such events.

MOTION TO adopt Employee Travel Policy with the addition of specifications regarding staff work time (as requested by Trustee Weil), made by Trustee Drew, seconded by Vice Chair Hooker.

Roll Call Vote:

Ayes: Roxanne Richards, Anthony Hooker, Lawrence Drew, Emily Poplawski, Kenneth Weil.

Absent: Jeff Slavitz, Niran Amir

Noes: None.

Motion Passed.

13. Consideration of adopting Subscription-Based IT Arrangements (SBITA) Accounting Policy.

Clerk Johnson said that this policy has been drafted in response to a new Government Accounting Standard, GASB 96, which requires government agencies to capitalize software subscriptions under certain conditions. The Library's auditors suggested setting a

capitalization threshold to avoid doing unnecessary work, as the Library has about 45 software subscriptions. A reasonable capitalization threshold is \$150,000.

MOTION TO adopt Subscription-Based IT Arrangements (SBITA) Accounting Policy made by Vice Chair Hooker, seconded by Trustee Poplawski.

Roll Call Vote:

Ayes: Roxanne Richards, Anthony Hooker, Lawrence Drew, Emily Poplawski, Kenneth Weil.

Absent: Jeff Slavitz, Niran Amir

Noes: None.

Motion Passed.

14. Schedule of 2023-2024 meeting Dates

The next Regular BTLA meeting is scheduled for September 18, 2023.

Chair Richards adjourned the meeting at 8:05 pm.

Respectfully Submitted,

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