

REGULAR Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
October 16, 2023

AS APPROVED ON NOVEMBER 20, 2023

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

Members Absent:

Also Present: Crystal Duran, Suzannah Scully, Kristin Johnson, Jane Cooper

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

OPEN Forum:

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

1. Chair's Report

Chair Richards acknowledged that the Library opened fully after the pandemic and construction one year ago.

She reported that the Library's joint Agency and Foundation Strategic Planning retreat was a great launch for the Planning process. The Ivy Group planning consultants received comments from approximately 100 people. The information received informed the consultants process for designing the Library's Strategic Planning Survey, which is now live on the Library's website.

On November 15th, The Ivy Group will return to the Library for a morning session from 9am to 12pm, to present the results of the survey along with data analysis, indicating emerging themes for goal setting. Library Staff will then meet with The Ivy Group that afternoon to define goals and create strategies.

Trustee Weil added that the Agency Trustee's time spent with Foundation Members during the Strategic Planning retreat was very productive. He suggested that such meetings be considered for the future.

2. Library Director's Report

Director Duran reported that the Strategic Planning Survey can be accessed via the Library's Website Banner, and is also being advertised on an outdoor banner and in the Ark Newspaper. An eblast will be sent to all subscribers who have opted in.

Current Library Adult Programs include Bay Area author talks by Alka Joshi this coming Thursday and by Jasmin Darznik on November 9th.

The Agency may consider a training update on the Brown Act to help address current Zoom meeting issues. Belvedere Councilwoman Jane Cooper said that local city councils met recently about the issue, noting that First Amendment coverage is necessary.

Statistics presented in tonight's packet show that Library usage is up from last year. Trustee Amir noted that materials borrowed were also high in the prior year due to staff efforts to serve the public during the pandemic.

Director Duran noted that Library Staff are working with the Town of Tiburon's new Sustainability Coordinator to continue to address environmental issues.

3. Expansion Update

Project Manager Isaacson reported that the punch list is finished and only a few warranty items are left to complete. He and Architect Chris Ford will be meeting with Town officials on Thursday for completion of paperwork related to occupancy permits. He estimates approximately \$150,000 in additional expenditures. A rebate of \$5,000 was received from PG&E, and additional rebates are expected from Marin Water and TAM.

4. Belvedere Tiburon Library Foundation Report

Foundation President Suzannah Scully said that the donor recognition wall has been finalized. Donor Book spines have been installed in the fireplace room. Plaques are up inside the Library, while outdoor plaques are still pending. Notices have been sent to donors.

The POPUP 94920 event is sold out, thanks to the committee and staff for helping with setup.

The Gently Used Art Auction will commence with a by-invitation donor preview on Wednesday, November 1st. The Art Committee is expecting about 200 people for the preview.

The annual appeal fund letter will be sent out by both mail and eblast soon.

The annual Teddy Bear Tea is planned for spring.

President Scully said that the Strategic Planning study will reveal what future events the Foundation might plan in response to community desires.

5. Quarterly Treasurer's Report, September 30, 2023

Clerk Johnson reported that, with 25% of the year passed, no substantial revenue has been received, as is normal for this time of year. Most revenues are received in December/January and April. The Bond Debt Service has been paid on Schedule to date.

Personnel expenses are on par with budget. The annual UAL required payment has been paid in full to CalPERS.

Circulation Materials & Data expenses are at 52% of budget due to front-loaded magazine, digital subscription, and MARINet payments.

Technology Services are at 27% of budget due to front-loaded digital subscriptions.

Program Services are at 13% of budget due to lighter programs in summer, and a ramp up for fall (starting in September).

Building Expenses are at 45% of budget due to front-loaded Property and Liability Insurance payment.

Agency Administration expenses are on par with budget.

The Library Foundation has contributed \$100,000 towards the Expansion costs to date this fiscal year. Expansion funds total \$347,838, with \$150,000 expected additional expenditures, with the remainder available for payment of LOC principal.

Operating Reserves stand at \$2.6 million, with a low of \$1.8 million expected before mid-year Tax Revenues arrive.

The LOC principal balance stands at \$2.35 million.

6. Committee Reports

Committee reports were given in Item 2 (Strategic Planning) and Item 9 (Finance Committee).

CONSENT CALENDAR

7/8. Motion to approve the Minutes September 18 and September 26, 2023, and the warrants for the Month of September 2023 made by Trustee Weil, Seconded by Treasurer Slavitz.

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

Absent:

Noes: None.

All in Favor. Motion Passed.

TRUSTEE CONSIDERATIONS:

9. Discussion and direction for developing a Financial Reserve Policy

Treasurer Slavitz said that the Finance Committee focus is currently focused on developing a strategy to pay off the Expansion Line of Credit. The annual requirement for payments on the loan is \$192,000, which includes \$75,000 in principal and \$117,000 in interest for fiscal 2024. An immediate goal would be to pay \$1,000,000 toward the principal using current Operating Reserves, and to review cash balances for an additional payment after Tax Revenue is received in January. Covering any gap for Operating Expenses during periods of low reserves (through a Bridge Line of Credit) will be explored with Mechanics Bank, the Marin Community Foundation, and the Town of Tiburon.

An Insurance Reserve of \$500,000 is required for Flood and Earthquake deductibles. With the Insurance and Building Reserve at \$567,000, that would leave an additional \$67,000 available to borrow from the Building Reserve for LOC payment, and gradually replenish the Building Reserve going forward.

Major financial concerns with respect to the Operating Reserve would be ERAF revenue fluctuations and CalPERS Retirement and OPEB Unfunded Actuarial Liabilities.

The Line of Credit must be paid in full within the next 3 years per the agreement, and Foundation fundraising yield has slowed. However, current Operating Reserves are entirely due to the efforts of the Foundation, supporting the Library's Operations for the past 25+ years.

Determining a Reserve Policy will be considered as an action item on the Agenda for the November or December meeting of the Agency.

10. Consideration of adopting a Collection Development Policy

Director Duran said that the Library's Collection Development policy has not been updated since 2013, and now is a good time to update the policy in response to the current trend in national book challenges. The policy directs staff to look at what is on the shelves and why it is there, addresses freedom to read issues, and provides a public challenge process for 94920 cardholders. The draft presented tonight is based on Sacramento and local policies and has been reviewed by the Library's counsel to cover all bases.

The challenge process allows patrons to question materials in the Library's collection. A separate Purchase Material Request (available on the Library's website) allows patrons to request additional material purchases by the Library. Librarians make the final decision on what gets added to the collection. If a purchase request is made and it doesn't fit in the Library's collection budget, patrons can still acquire the Book through the Library's grant-funded Zip Books process.

Trustee Amir asked how Librarians would distinguish between misinformation versus controversy or objection. Director Duran said that, if materials are challenged, the Library's response would incorporate multiple readers and fact-checking.

Trustee Amir asked whether the policy should include a defined process for vetting information, auditing, and removal. Director Duran referred to packet page 10-5, the "challenge" form: Any patron questioning Library materials would complete and submit the form, which would be reviewed by the Director and several Librarians. This process would allow for the important delineation between opinion versus misinformation.

Trustee Weil asked about donations by book collectors: If the Library received a donation of significant value, would that be forwarded to the Foundation so that the Library would not be involved in an appraisal. Director Duran affirmed.

Chair Richards called for a motion on the Policy:

MOTION TO adopt Collection Development Policy made by Treasurer Slavitz, seconded by Trustee Amir.

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

Absent:

Noes: None.

All in Favor, Motion Passed.

11. Schedule of 2023-2024 meeting Dates

The next Regular BTLA meeting is scheduled for November 20, 2023.

Chair Richards adjourned the meeting at 7:55 pm.

Respectfully Submitted,

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