

**REGULAR Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
November 20, 2023**

AS APPROVED ON JANUARY 22, 2024

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

Members Absent: Emily Poplawski

Also Present: Crystal Duran, 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 reported that the Strategic Planning process is moving along with very successful community participation in the online survey. Of those taking the survey, 97.1% expressed satisfaction with the Library overall. In the Tiburon Parks & Recreation Survey, the Library was rated the Number One public space. There were 400 participants in the survey.

Chair Richards expressed appreciation for the work of the Library Foundation in promoting community involvement with the popular Art shows and Popup 94920 events.

Director Duran and Library Staff are now focusing on Adult programming. A fall Author series was very successful with 3 recent programs which drew 245 attendees, featuring best-seller Alka Joshi, Jasmin Darznik and Camper English.

Chair Richards and Director Duran are planning a Holiday greeting e-blast and publication in the Ark Newspaper.

The Executive Committee is working on Director Duran's annual evaluation.

2. Library Director's Report

Director Duran reported that Library Staff are working on spring programming, including a local authors fair, and a continuation of the speaker series for adults.

The Library sponsored a trick or treat for young patrons, including a spooky hallway for Halloween. The event was well attended by the tots and their families.

The Library's EV Chargers have been up and running for 6 full months, in which they have generated \$5,900 in revenue. The 3 stations are in constant use. The setup included a one-time cost of \$7,100 for the equipment, plus about \$9,000 in installation costs. Part of this initial cost has been covered by an MCEv rebate of \$9,000. Revenue from the chargers is expected to begin to exceed annual operating (PG&E) costs within the year. The chargers have been well received in community, and are in high demand. The rate of charging could be a bit faster.

Vice Chair Hooker asked about the maintenance process for the EV chargers. Director Duran said that monitoring is included in the service subscription. The Library will receive notice of malfunction via this maintenance warranty monitoring. In addition, extra service calls are allowed for.

Trustee Amir asked whether the stations can be reserved in advance. Director Duran said that no reservations are available, but the stations can be used for up to 4 hours.

Treasurer Slavitz asked about a Library newsletter for events. Director Duran said that an adult newsletter is prepared monthly. Library Staff also send out reminder blasts for each event.

A Staff development report will be included in the Director's report going forward. Director Duran recently attended an annual Library Director's summit. Chair Richards commended Director Duran for attending and presenting at the summit.

Trustee Weil applauded investment in staff development and asked about the upcoming Compensation study. Director Duran said that a response from RGS, the consultants performing the study, has been delayed. Counsel for both the Library and RGS are reviewing a contract draft. Director Duran hopes that the study will begin in January and take 4-to-5 months. She is hoping to have results lined up with 2024 budget development. The Executive Committee will advise on starting points and initial review of the study.

Trustee Weil asked about the January 26 Library closure date for staff development. He suggested that closing the Library for a full day defeats the purpose of community service. He asked if there was a way the staff development day could be broken up into 2 parts to keep the Library open for part of the day. Director Duran countered that staff should be given the time and space to be together at least one day a year, and added that it's common for libraries, including Mill Valley, San Rafael and the County, to close for staff development.

Trustee Weil asked how often the Library staff meets. Director Duran said that the hope is once per month, with less time available now that the Library opens at 9am. It is

challenging to find a good time when all staff, including part-timers who also work elsewhere, to come together at the same time.

3. Expansion Update

Clerk Johnson reported on behalf of Project Manager Glenn Isaacson that all work is completed with the exception of several warranty items. The final signoff documentation from the Town of Tiburon is proceeding well, with more than half of the items approved by the Town at this point. Architect Chris Ford is diligently pursuing the remaining items.

4. Belvedere Tiburon Library Foundation Report

Director Duran reported on behalf of outgoing Foundation President Suzannah Scully that:

The Gently Used Art Auction was a success - we had over 100 people attend opening night and sold over 300 pieces of artwork.

The Annual Fund is off to a great start - we sent the request out via mail in mid-October and an email went out this week for donors to support our programs and services. We are already seeing a great response and will report back with final numbers at the January meeting.

There will be a shift in leadership beginning in January 2024 as Foundation board members term off and a new team begins.

Terming off will be: Suzannah Scully, Rachael Ong, Pamela Goldman and Whitney Lee

The new Executive Team will be President – Lucy Churton, Vice President – Mickey Hubbell, Treasurer – Toni Lee, Secretary – Michelle Thomsen

A note from Suzannah: Dear Trustees, I am so sorry that I cannot be there with you tonight as I am out of town. But thank you for being such a wonderful partner to the Foundation. I have truly enjoyed working with each of you on our shared passion for our local Library. You will be in extremely capable hands with our new leadership team and it is a very exciting time as the Foundation completes their Capital Campaign donor recognition and moves forward with the new ideas from the strategic planning committee. I'm grateful for each of you and wish you all a very Happy Thanksgiving!

5. Financial Statements, October 31, 2023

Clerk Johnson reported that, with 33% of the budget year passed, Revenues are at 1%, normal for this time of year, and comparable to prior years. About 55% of annual revenue is expected for January, 2024. Bond payment is proceeding as scheduled. Expenditures are on par with budget and comparable to prior years.

Operating Reserves stand at \$2.4 million, with a low for the year projected at \$1.8 million.

Line of Credit Principal stands at \$2.3 million.

Item 9 in tonight's Agenda will determine whether \$1 million of the Operating Reserve shall be used to reduce the Line of Credit Principal to \$1.3 million.

6. Committee Reports

Chair Richards reported that the Long-Term Planning Committee members attended the November 15th meeting with the Ivy Group. Foundation members and a representative from the Ark Newspaper were also present. The group identified basic themes for the Long-Term Planning process. Library Staff met with the Ivy group in the afternoon. There will be a follow-up meeting via Zoom in early December. A final report will be presented at the January Agency meeting.

CONSENT CALENDAR

7/8. Motion to approve the Minutes October 16, 2023 the warrants for the Month of October 2023 made by Vice Chair Hooker, Seconded by Trustee Amir.

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

Absent: Emily Poplawski

Noes: None.

All in Favor. Motion Passed.

TRUSTEE CONSIDERATIONS:

9. Consideration of RESOLUTION No. 296-2023 Authorizing the use of Operating Reserve Funds for a payment of \$1,000,000 toward the Mechanics Bank Expansion Line of Credit.

Motion to approve RESOLUTION No. 296-2023 made by Treasurer Slavitz, Seconded by Trustee Weil.

Roll Call Vote:

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

Absent: Emily Poplawski

Noes: None.

All in Favor. Motion Passed.

10. Presentation on State Annual Report for FY22-23

The Annual report to the California State Library has been submitted on November 7. This report is required by the CSL for consideration for grant funding each year. Submitted November 7.

Per the statistics reported on Page 10-1 of the packet, there are 8,419 Bel-Tib cardholders, an increase from about 7,900 in the prior year.

With respect to visitors, as the Library moves forward from last year's Grand Opening, comparative statistics to prior year will be provided. In addition, a people counter will be added to all Library entrances.

With a total of 131,691 checkouts, 46,695 being electronic, print materials are still circulating at twice the level of electronic materials.

Library Staff organized and offered nearly 500 programs, with nearly 9,000 attendees in total.

11. Schedule of 2023-2024 meeting Dates

The next Regular BTLA meeting is scheduled for January 22, 2024. If a December meeting is necessary, it would be held on December 18, 2023.

In closing, Trustee Drew again expressed concern about the safety of the Mar West/Tiburon Boulevard intersection and suggested that a representative from the Library participate in assuring a safe intersection.

Chair Richards adjourned the meeting at 7:25 pm.

Respectfully Submitted,

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