REGULAR Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
February 26, 2024

AS APPROVED ON APRIL 15, 2024

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

Roll Call, Remote: Niran Amir

Members Absent: Emily Poplawski

Also Present: Crystal Duran, Aviva Boedecker, Naomi Friedland, Kristin Johnson

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 asked that the Trustees keep the guiding principles of the new Library Vison and Mission statements in mind: "Our Vision: A community where every person feels included and inspired, and Our Mission: To nurture curiosity, spark connections, and foster lifelong learning."

   A first annual joint retreat with the Library Foundation and Library Agency will be held in the Founders Room on Thursday, February 29, from 9am to 12pm.

   Director Richards, Library Director Duran, and Foundation President Lucy Churton recently traveled to Sonoma County Library and met with Sonoma's Fund Development Manager for a productive conversation. The Sonoma Library has a number of branches and is in the middle of a capital campaign for new structure. Although they are in a different position than this Library, they shared many ideas about development and including the community.

2. **Library Director's Report**

   Director Duran highlighted several items from her report:

   The Library has teamed up with The Ranch (in a first-time collaboration) to sponsor a Senior Resources event at the Library on April 26. The event will feature exhibits showcasing all the activities and learning opportunities available to older adults on the Belvedere-Tiburon peninsula. Exhibits will be set up in The Gallery and Founders Room, and demonstrations will be presented in the Maker Space, Reading Room, and Teen Library. A meal will be served on the patio to spark connections. Director Duran is applying for local grant funding to sponsor that event in addition to reaching out to local partners for support and participation.

A full-time Adult Librarian position which was recently vacated has been filled by an internal applicant, Milos Petrovic. Milos is a great addition to the community, and the Library is lucky to have him. Milos will work at the Information Desk and manage Adult Programs.

A part-time Teen and Children's Library Assistant position has been filled by Carl Segovia, a local resident who is known by Foundation member Ann Aylwin.

An all Library Staff Development day was held on January 26th. It was very beneficial to be able to close the Library, so that all staff could review the strategic plan, get some safety training, and share as a group, especially since half the staff are new hires. There were 19 staff in attendance. The event received very positive staff feedback from Staff. A staff survey report is included in the packet. The survey was created through Project Outcome, a free tool for libraries which can be used to track outcomes. This tool will also support future program tracking in line with Strategic Plan goals.

Vice Chair Hooker asked about the role of the Full Time Adult Services Librarian. Director Duran said that, in addition to previously dedicated positions for Teens and Children, an Adult Services Librarian position is needed for planning and leading services and programs for adults, and for acting as a liaison for the Foundation, Art Committee, and Corner Books. The position reports to Assistant Director Joey Della Santina, who has been covering the programming in the interim.

Vice Chair Hooker asked if the Agency could receive an updated staff organization chart. Director Duran affirmed and added that nametags would be introduced for staff soon, which will help Trustees and Patrons to remember and engage with staff.

Trustee Drew asked whether the St. Vincent's activity, in which youth helped bag 50 lunches for the meals program, was connected to St. Hilary's or the Ark Newspaper. Director Duran said that the program was the brainchild of Tina Wolk, the Youth Services Librarian, who volunteers for St. Vincent's in her personal life. Tina did a wonderful job of creating a community engagement by connecting the Library Youth volunteers with the outside community.

Trustee Weil asked about the short film that staff will be preparing to showcase library community resources. Director Duran said that the project is currently in the conceptual stages, planned for summer implementation, with makerspace and teen staff leading the effort. The plan is for a one-to-three-minute video, which the staff hope to show at the Belvedere Homemade Film Festival as a "commercial."

Trustee Drew asked if the Senior Program could be scheduled for a Friday or weekend. Director Duran said that the program will be scheduled according the best availability for presenters, and staff will evaluate attendance for future scheduling.

Trustee Weil asked why the Staff CPR training did not include certification. Director Duran said that scheduling the large group with Tiburon Fire (which required training to be done at the station) was impractical, and that Dr. Cromwell, who volunteered for the training, indicated that it is not standard to certify currently. The Library has an AED, which staff were trained to use, along with CPR and a brief Narcan training. A Library Policy update is needed to refine official emergency response in this area.

3. Expansion Update

Clerk Johnson reported on behalf of Project Manager Glenn Isaacson that he is awaiting 3 signatures to finalize the project.

4. Belvedere Tiburon Library Foundation Report

Foundation member Aviva Boedecker reported on behalf of Foundation President Lucy Churton that the annual campaign has raised $90,000 as of February 20. The year-end appeal was very successful. The Foundation will include a campaign envelope in the next Library **In the Stacks** Newsletter. Outreach via the newsletter is usually effective.

The 24th annual Teddy Bear Tea will be held on March 23rd, and there are only 4 tickets remaining to be sold. There will be 3x seating of 70, with tickets at $35 per person.

The Art Gallery Exhibit, “Colors in Art: Voices Soft and Loud,” will run through March 14th. The next Exhibit will be the Del Mar School “Pixels and Paint,” opening on March 21st, followed by the San Quentin Artists (formerly incarcerated and support staff) opening April 15th.

On April 18, a special fundraising event will be held at the Library featuring Ira Flatow, NPR and PRI’s famed Science Friday host. Tickets will be available for purchase in early April.

5. Financial Statements, January 31, 2024

Clerk Johnson reported that, with 58% of the budget year passed, revenues are at 54%, normal for this time of year. All Taxes expected were received in January. Expenditures are on par with budget overall at 55%. About $7,100 is due from EV Connect for the charging stations on line 5090. The charging station cost-to-date has been $4,338 (about $700-$800 per month) with a pending payment for 3-year operating subscription of about $5,000.

In the Personnel category, CalPERS unfunded accrued liability, along with Workers Comp and Employment Practice insurance are paid early in the fiscal year.

The Circulation Materials and Data category appears high due to MARINet and other digital subscriptions payments early in the fiscal year.

The Technology Services category is on par overall, but high in the area of IT infrastructure (hardware and software needed for Librarians to serve and support Library

Users), due to the new subscription to Communico, a software that allows for room reservations for the new Library spaces.

The Building Expenses category is higher than year-to-date par due to front loading of Insurance and to unexpected post-installation HVAC repairs.

The Administration category is higher than budget due to Agency-approved contracts for the Strategic Plan and Compensation Study.

6. Committee Reports

A Finance Committee meeting will be organized for April.

CONSENT CALENDAR

For the minutes of January 22, 2024, Trustee Weil requested that the last sentence of paragraph 3 on page 7-2 be removed since it did not make sense in the context of the paragraph.

7/8. Motion to approve the Minutes of January 22, 2024 <u>with the above changes</u> and the Warrants for the Month of January, 2024, made by Treasurer Slavitz, Seconded by Trustee Weil.

Ayes: All Present and Niran Amir remote

Absent: Emily Poplawski

Noes: None.

All in Favor. Motion Passed.

TRUSTEE CONSIDERATIONS:

9. Approval of Fiscal Year 2022-2023 Audit Report.

Whitney Crockett and Vikki Rodriguez commenting and available for questions.

Maze and Associates Audit Partner Vikki Rodriguez introduced Whitney Crockett who will be taking over the audit.

Ms. Rodriguez said that the audit for Fiscal Year 2023 had been completed with an unmodified opinion. An emphasis of a matter was necessary to disclose in the report, due to the restatement of $343,000 in Construction in Progress which was written off in this fiscal year. The amount represents early Expansion Project costs that were not capitalizable. This does not constitute a significant impact to the financial statements, but it did reduce the Library's net position. The adjustment does not affect the clean audit opinion.

Auditors reviewed the Library's internal controls with tests of transactions, and found the internal control structure to be adequate, with no material weaknesses or deficiencies detected. The audit went smoothly, with no concerns. Management and Staff provided all information requested, and answered questions in a timely manner.

Treasurer Slavitz asked the auditors for suggestions in terms of additional payments to CalPERS for Pension and OPEB liabilities. Vikki Rodriguez said that Pension and OPEB liabilities are increasing, and without a contribution to a 115 trust, these liabilities will continue to grow. The Library's focus for the last few years has been on the expansion project. Now that the expansion project is completed, the new Library fully in service, and the line of credit paid off, Ms. Rodriguez highly recommends the funding of the Library's Pension and OPEB liabilities. Many municipalities are opening 115 trusts rather than paying directly into their CalPERS Pension and OPEB liabilities. The 115 trust makes it possible to set aside invested cash, which will be restricted for payment of the post-employment liabilities. By Investing in a 115 trust rather than paying into the CalPERS Pension funds, agencies will have more control over investment structure. Any extra Agency reserves should be considered for Pension and OPEB funding.

Treasurer Slavitz asked whether additional payments should be made directly towards Library's OPEB liability. Ms. Rodriguez said that the Library could also fund a 115 trust for OPEB. The trust can earn higher interest rates than LAIF or CD's. Similar to a pension 115 trust, once money is contributed, it can't be used for other purposes.

Trustee Hooker asked whether establishing a separate Agency Investment Committee to consider these decisions is currently standard practice in municipalities. Ms. Rodriguez said that some municipalities have specific committees, while others manage the decisions through their Finance Committee.

There are different relationships which can be created depending on how an Agency chooses to invest. CalPERS offers CERBT and CEPPT 115 trusts for Pensions and OPEB liabilities. Most municipalities have used these because they are more conservative and offer oversight by CalPERS management teams. There are other 115 trusts available outside of CalPERS.

Trustee Hooker asked whether, in the decision-making process, municipalities are paying 100% of normal contribution along with an additional payment. Ms. Rodriguez said that, yes, Agencies are *required* to pay the CalPERS-computed contributions, including both the normal cost and the annual calculated Unfunded Accrued Liability contribution.

Trustee Hooker asked whether the Unfunded Accrued Liability is a result of years when no contribution was made by the Agency. Ms. Rodriguez said that the CalPERS Retirement Unfunded Accrued Liability works differently than additional OPEB payments. Retirement liability fluctuates based on how investments are doing and the discount rate CalPERS elects to use. CalPERS forecasts and bills the Library annually for what they calculate as providing for full funding within a certain number of years. The Library Agency has always made 100% of the required CalPERS retirement plus billed UAL contributions. Any deficiency in Pension funding is due to CalPERS investment fluctuations.

With OPEB, an actuary determines what the legal total funding should be, but so far, the Library Agency has not been making payments beyond the current health premium costs.

Trustee Hooker asked whether, instead of making a direct contribution in order to reduce the liability on the financial statements, it is more advisable to contribute to a 115 trust. Ms. Rodriguez affirmed, and reiterated that the trust could be with CalPERS or with other agencies. Treasurer Slavitz added that the Agency had hosted CalPERS in years past to present the options.

Ms. Rodriguez said that there is no CalPERS vehicle for "UAL" OPEB overpayments, so a 115 trust is necessary in order to dampen the growth of the OPEB liability. The only reason the net OPEB liability decreased on the Agency's Financial Statements this year, is that there were a number of retirements last year, and the fair value of CalPERS investments increased.   Normally, the net OPEB liability will continue to grow.

Chair Richards called for a motion to approve the Audit Report.

Motion to approve the Fiscal Year 2022-2023 Audit Report made by Treasurer Slavitz, Seconded by Chair Hooker.

Roll Call Vote:

Ayes: Roxanne Richards, Anthony Hooker, Jeff Slavitz, Niran Amir(remote), Lawrence Drew, Kenneth Weil
Absent: Emily Poplawski
Noes: None.
All attending in Favor. Motion Passed.

10. Schedule of 2024 Meeting Dates

The next Regular BTLA meeting is scheduled for Monday, March 18, 2024.

Chair Richards opened the floor to public comment regarding the Closed Session. There were no comments.

Chair Richards announced that the Agency would enter a CLOSED **SESSION per Govt Code Section 54957 and 54954.5(e), Public Employee Performance Review Govt Code Section 34957** at 7:04 pm.

CLOSED SESSION

The Agency returned from Closed Session at 7:40 pm

ANNOUNCEMENT: There was no announcement.

Chair Richards adjourned the meeting at 7:41 pm

Respectfully Submitted,

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