

REGULAR Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
April 15, 2024

AS APPROVED ON MAY 20, 2024

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

Members Absent:

Also Present: Crystal Duran, Kristin Johnson, Jane Cooper, Naomi Friedman

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 congratulated Director Duran, Assistant Director Della Santina, and the staff team on the latest In the Stacks newsletter. She thanked the Trustees for attending the joint Foundation-Agency Retreat on February 29th, and said that the financial prioritization of the Strategic Plan goals was helpful. She has invited several volunteer interior designers into the Library to review space challenges and opportunities. She said that the additional Compensation and Benefits studies are still in the works.

2. Library Director's Report

Director Duran noted several significant upcoming events: A Senior Expo co-hosted with The Ranch and sponsored by Belvedere Community Foundation on April 26th, and an Artists Reception for the current Library exhibit featuring art and presentations by formerly incarcerated artists and the Marin County Public Defender on April 21st.

A Library Patron was recently suspended for 8 weeks due to escalating behavior issues. The Tiburon Police assisted Library Staff in serving the notice to the patron according to Library Policy. If the patron appeals the suspension, the appeal will come to the Director, who will present it to the Agency Board. Treasurer Slavitz asked whether the Library Policies are sufficient for this type of event. Director Duran said that a clarification of parameters regarding suspension versus permanent ban is needed.

Director Duran is developing format to present Strategic Plan progress on a quarterly basis.

Director Duran plans to attend an autumn conference on the future of AI in government. This could be useful for administrative processes of documentation, such as meeting minutes. This will help Library Staff to be aware of available tools and copyright laws.

Vice Chair Hooker noted that there seem to be significantly more Library users using the various Library spaces as time goes on. Also, patron awareness of Library Programs is markedly improved.

3. Belvedere Tiburon Library Foundation Report

Foundation Secretary Michelle Thomson reported that as of April 1, the Annual Campaign has raised \$94,000. The Teddy Bear Tea, held on March 27, netted a profit of \$11,000. The event was financially sponsored this year, and 300 tickets were sold. Raffle prizes were donated by local businesses. This Thursday evening, April 18, Science Friday host Ira Flatow will be at the Library in conversation with poet Jane Hirschfield.

The Del Mar School Art Show was popular with the community. The new exhibit features artists from San Quentin Prison, with an afternoon program to be presented by former inmates and the Marin Public Defender on Sunday, April 21.

4. Quarterly Treasurer's Report, March 31, 2024

Clerk Johnson reported that, with 75% of the budget year passed, revenues are at about 62% of budget, slightly higher than normal for this time of year, due to grants and interest exceeding budget.

Expenditures are at 68% of budget, which is normal for this time of year when compared to prior years. Personnel is slightly below budget as we continue to hire. Circulation Materials are at 83% overall, due to front-loading of subscriptions and MARINet. Technology Services is at 57% due to savings in Technical Support and Website Maintenance. Program Services are at 57% due to ambitious budgeting. Programs are under review for a revised budget for Fiscal 2025. Building Expenses are on par, with some higher post-construction repairs tempered by savings in other areas. Agency Administration is high due to Board-approved additional expenditures for the Strategic Plan, Staffing, and Compensation consulting studies.

Cash projections for the near future include a low point in the fall of \$993,000, with a low point Operating Reserve at \$390,000.

5. Committee Reports

The Finance Committee will meet tomorrow, April 16th.

Trustee Drew reiterated his continuing concern and a possible communication with the Town from the Agency about moving forward with safety for the intersection of Tiburon Boulevard and Mar West. It was noted that this concern should be addressed to Town of Tiburon by private citizens rather than the Library Agency. Director Duran will check in with Town Staff regarding other community comments. The solution would be a Caltrans issue and would require a traffic study.

CONSENT CALENDAR

- 6/7. Motion to approve the Minutes of February 26, 2024, February 29, 2024, and the Warrants for the Months of February and March, 2024, made by Chair Richards, Seconded by Treasurer Slavitz.**

Ayes: All in favor

Absent:

Noes:

All in Favor. Motion Passed.

TRUSTEE CONSIDERATIONS:

8. Informational Presentation on Sustainable Libraries Certification Program

Director Duran explained that she had used an exciting new application, Gamma, to create slides for her presentation. This application can curate suggested content. Director Duran used her memo on Page 8-1 to create the slides, which she then edited for presentation. This will be a useful new tool for future presentations.

Director Duran and Staff took the opportunity last year to create a Library Green Team and join the Sustainable Libraries Certification Program, as Library Staff had indicated a high level of interest in sustainability. The Sustainable Libraries Certification program includes a goal of “Triple Bottom Line Sustainability: Reduce Waste – Attain Economic Sustainability – Create Opportunities for Social Equity.”

The Program includes a requirement to complete over 100 activities focused on saving resources, and creating collective resources. The approach is comprehensive, requiring staff to include and engage the community.

The Belvedere Tiburon Library and the San Diego County Library (already certified) are the only Agencies pursuing the Certification right now. Completing the program is an opportunity for the Library to be a leader in this field.

The Library received an inaugural grant of \$30,000 from State Library for this program. The grant was used to fund the launch of the Library’s certification program, last year’s Green Week event, the Green Book Club, and Library program speakers. Library Staff also internally updated the Collection Development Policy and Staff Job Descriptions to include sustainability features. The Library Staff have now completed approximately 24% of the action items toward the sustainability certificate. The completion of the Library’s Strategic Plan is a big part of the accomplishment, as will be equity in wages going forward.

Library Staff recently presented the Sustainability plan and to-date activities at a California Library Association conference.

Next steps include hosting community collaborative discussions, hosting safety preparation events, and an energy audit. The energy audit is an opportunity to address onsite issues and involve the community, and will include composting and water conservation-with a leak protection plan.

Financial Sustainability activities include the Compensation Study currently underway, financial forecasting and operational metrics, and placing dollar amounts on Strategic Plan goals.

Social Equity activities are integrated into Library Programs and Collections. The MARINet consortium has adopted a DEI (Diversity-Equity-Inclusion) tool to analyze Collection titles. The current Art Exhibit from San Quentin Prison is an example of this, and a way to start creating relationships with people in the community who don't yet utilize the Library. Other strategies include reaching out through schools for needs and opportunities, reconsidering the Library's physical layouts for ADA compliance and support, providing magnifying tools for reading, and accessible Digital resource education.

Director Duran submitted an additional grant application to the Sustainable Libraries Program for \$72,000. If the grant is received, it will be used to fund staff time to address these plans and opportunities.

The program is intended to build community resilience through connection and participation.

Treasurer Slavitz asked whether completion of the Sustainability Certificate would make it easier for the Library to pursue a solar installation. Director Duran affirmed, and added that the Library might partner with the Town of Tiburon in that endeavor.

Trustee Weill asked what information Director Duran included in the grant application. Director Duran said that she included the Library's program concept, budget, community development plan for social cohesion and collective impact and details of the Library's Strategic Plan meetings.

Trustee Poplawski asked how Staff would provide future reporting on Sustainability program progress. Director Duran said Staff would present a quarterly update. Trustee Poplawski encouraged Director Duran to set a timeframe for activities toward completion on a year-by-year basis.

9. Schedule of 2024 Meeting Dates

The next Regular BTLA meeting is scheduled for May 20, 2024. A draft budget will be presented, hopefully with additional reports from Regional Government Services on the Staffing and Compensation Study. It was suggested that a change of date may be needed for the Agency's Regular June Meeting.

Chair Richards adjourned the meeting at 7:25 pm

Respectfully Submitted,

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