

**REGULAR Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
June 17, 2024**

AS APPROVED ON AUGUST 19, 2024

Roll Call, Present: Treasurer Jeff Slavitz, Niran Amir, Lawrence Drew, Emily Poplawski, Kenneth Weil

Members Absent: Chair Roxanne Richards, Vice Chair Anthony Hooker

Also Present: Crystal Duran, Kristin Johnson, Jane Cooper, Naomi Friedland, Katherine Sutton

CALL TO ORDER: Treasurer Slavitz called the meeting to order at 6:17 pm

OPEN Forum:

Treasurer Slavitz opened the floor to comments or questions from the public. There were none.

STAFF BOARD AND COMMITTEE REPORTS

1. Chair's Report

Vice Chair Slavitz noted outgoing Chair Roxanne Richards' report of accomplishments and thanks in the meeting packet. He added that tonight is the last meeting for Trustees Niran Amir and Lawrence Drew, MD. He recognized and welcomed Katherine Sutton, incoming Reed School District appointed Trustee, in attendance at tonight's meeting.

2. Library Director's Report

Director Duran reported the news that the California State Library has informed the Library of intent to award a Sustainable Libraries grant of \$72,400. This award will enable the Library to progress toward its Sustainable Library Certification. Among planned activities are a co-designed sustainability event creating community connections, meeting room upgrades for virtual and hybrid meeting options. The Library will also promote remote work to ease traffic congestion, add to the Library of things, and bring a group of residents together to inform the process and promote the new resources. A mailer will go out to residents to promote the green/sustainability activities.

Director Duran has been in discussions with Foundation officers to develop an MOU with the Agency to define the roles of each organization and facilitate collaboration in a formalized manner.

Recruitment for a full-time circulation position has closed. The Library is now recruiting for part-time circulation position, and will soon begin recruiting for an accounting technician. The administrative recruitment will be supported by a small local consulting firm to meet the greater challenge of recruiting in this area. Trustee Weil asked whether the list of potential candidates will be screened by the consultants, and what the

County's hiring practices are in the administrative area. Director Duran said help from the consultants to flesh out the process is under consideration.

3. Belvedere Tiburon Library Foundation Report

Foundation Treasurer Toni Lee reported that \$64,000 has been received by the foundation from a local trust. The annual fund campaign has raised \$125,000 to date. Foundation members are planning an additional outreach for the annual fund in October. On August 23, the Foundation will host a table at Friday Nights on Main Street in Tiburon to make new connections and build the Foundation database. The Foundation is seeking bids for the improvement of the Children's patio space. One bid for \$17,000 has been received, and additional bids will be solicited. The San Quentin Art Show was a great success, with the opening and documentary film very well attended. The show was also a great public relations event for the library, bringing in new people from the larger community. A new Art Exhibit has been hung, featuring artists' interpretations of buildings and other man-made structures. The Reception for the new exhibit will be on Thursday, June 20.

4. Financial Statements, April 30, 2024

Clerk Johnson reported that, with 91% of the budget year passed, revenues are at about 95% of budget, on par for this time of year. Some Basic and ERAF taxes for April still due from the Town of Tiburon.

Expenditures are at 81% of budget, which is normal for this time of year compared to prior years. Personnel is slightly below budget as staff continue with recruitments. Circulation Materials are at 89% overall, on par. Technology Services are at 66%, Program Services are at 75%, and Building Expenses are at 85%, with some higher post-construction repairs tempered by savings in other areas. Agency Administration is high, at 111%, due to Board-approved spending additions for the Strategic Plan, Staffing, and Compensation consulting studies.

The Agency cash balance projected low point for fall is approximately \$950,000, with operating reserve at about \$350,000.

Treasurer Slavitz said that an Insured Cash Sweep account with Mechanics Bank is under consideration to facilitate a good return while managing FDIC limits.

5. Committee Reports

There were no committee reports.

CONSENT CALENDAR

6/7. Motion to approve the Minutes of May 20, 2024 and the Warrants for the Month of May, 2024 made by Trustee Weil, Seconded by Trustee Amir.

Ayes: All present in favor

Absent: Chair Roxanne Richards, Vice Chair Tony Hooker

Noes: None

Motion Passed.

TRUSTEE CONSIDERATIONS:

8. Consideration of approval of proposed Fiscal Year 2024-2025 Budget with updated Pay Schedule including Y-rated incumbents.

Trustee Weil asked that the two issues of Budget and Pay Schedule be separated for voting.

Director Duran said that additional tax revenue and the California State Library sustainability grant additional revenue has been added to the budget since the first review. This enabled an increase in expenditures for Computers & Equipment, Public Relations, Adult Programs, and Consulting Services categories, related to the grant. \$47,000 of the sustainability grant was allocated to offset staffing costs. A budget line for institutional memberships has been added to clarify that cost versus other administrative costs.

An Organizational Chart was not included in the packet, but will be posted on the Library Website along with the Approved Budget.

A highlight of the infographic included with the budget shows the Library's per capita spending at \$323 per resident, which is one of the top 5 or 6 rates in the State.

Trustee Poplawski asked why the Mill Valley Library has more programming than Belvedere-Tiburon. Director Duran said that Mill Valley's population is approximately double that of Belvedere-Tiburon, and they also have a higher staff FTE count. Mill Valley also includes online/virtual programs in their calendar count, which Belvedere-Tiburon does not currently offer.

Trustee Drew asked about the Basic Tax increase of 5%. Director Duran said that property values and property sales increase the Basic Tax. The Parcel Tax does not change.

Motion to approve Fiscal Year 2024-2025 Budget, made by Trustee Weil, Seconded Trustee Drew

ROLL CALL VOTE:

Ayes: Treasurer Jeff Slavitz, Niran Amir, Lawrence Drew, Emily Poplawski, Kenneth Weil

Absent: Chair Roxanne Richards, Vice Chair Tony Hooker

Noes: None

Motion Passed.

Consideration of updated Pay Schedule including Y-rated incumbents.

Trustee Weil asked if there is a way to factor in cost-of-living increases to staff members (i.e., the Y-rated employees) who have served our Library for many years and have done a fantastic job. He felt that this was letting these long-serving people down. He said the salaries of the frozen Y-Rated employees are reduced (as the cost of living rises), until they come into conformity with the newly approved schedule. If the salary

schedule was set above median this might reduce the impact on Y-Rated employees and provide a more competitive salary schedule.

Director Duran said that another policy to consider is a longevity pay step. With such a policy, 10, 15, or 20-year one-time bonuses could be awarded. The Agency could address the Y-rated employees sooner rather than later with this type of policy.

Director Duran added that the newly adopted salary schedule puts the Agency at the median of the market. If the Agency wanted to be above market, further updating the entire salary schedule could be considered. In addition, benefit increases could be considered.

Treasurer Slavitz said that, in terms of equity, if the Agency wants to be at the median, of the market, that goal should be identified and approved. He suggested that that the current schedule be approved, and that discussions could ensue after approval regarding changes and benefits. He stressed the need to be consistently fair to all employees.

Trustee Amir said the Agency could do that through benefits. Trustee Weil added that benefits must be flexible to meet the varied needs of all staff.

Treasurer Slavitz said that the salary schedule is needed now, and the Agency can plan to discuss the benefits soon. Director Duran suggested interviewing staff as to what benefits would be appealing to them, along with an in-depth study as to what is affordable for the Agency and comparable to local agencies. She added that the compensation schedule could also be addressed, i.e. further upgraded. Trustee Weil believes the library needs to define the goals and strategies of our compensation system.

Treasurer Slavitz called for a motion.

Motion to approve Fiscal Year 2024-2025 Salary Schedule with Y-Rated incumbents, made by Trustee Amir, Seconded by Trustee Poplawski

ROLL CALL VOTE:

Ayes: Treasurer Jeff Slavitz, Niran Amir, Lawrence Drew, Emily Poplawski

Abstain: Kenneth Weil

Absent: Chair Roxanne Richards, Vice Chair Tony Hooker

Noes: None

Motion Passed.

9. FIRST REVIEW OF UPDATED EMPLOYEE HANDBOOK

Director Duran said that she used the California Chamber of Commerce template to update the Employee Handbook. Trustee Amir asked about including updated benefits. Director Duran said that updated policies can be added later. Trustee Amir asked that the benefits be set up in a non-taxable way. Director Duran said that benefits such as education can be set up on a reimbursable basis, which would be non-taxable.

Treasurer Slavitz noted that the Handbook was more restrictive with standards of conduct.

Trustee Poplawski asked whether managing more detailed policies will create more work for staff going forward.

Trustee Amir asked about the impact to the Library Budget.

Director Duran noted that the main changes in the handbook that would have a cost were two additional holidays and paid parental leave.

Trustee Amir asked how the additional benefits and changes would be communicated to the staff. She said the handbook seems piecemeal in its current form and suggested not missing an opportunity to communicate the beneficial changes to staff.

Director Duran explained that a separate benefits document exists and is provided to all benefitted employees. She added that she is seeking staff and Agency feedback on the Handbook before final approval, and that there will be a staff training specific to the Handbook.

Trustee Weil suggested including an organizational chart and salary schedule in the Employee Handbook.

Director Duran said that legal counsel suggested updating the Handbook annually in conjunction with the salary schedule.

Trustee Weill asked whether additional holidays would be in conflict with public service, as holidays allow working people time to visit the Library. He suggested comparing Agency Holidays to local and state agencies.

Director Duran said that the proposed list in the Handbook is based on the State of California. Individual agencies are free to adopt the holidays of their choice. Trustee Weil stated he believes the State and our library have the same number of holidays.

Trustee Amir asked how many days per year the library is closed to the public in comparison to other local agencies.

Trustee Weil stated that the 4 additional floating holidays allow employees to choose time off on holidays not offered by the library.

The Trustees concluded that issues to address before approval of the Handbook should include benefits, the organizational chart, and holidays.

10. CONSIDERATION OF RESOLUTION NO 300-2024 IN GRATEFUL APPRECIATION TO TRUSTEE NIRAN AMIR

Motion to approve RESOLUTION 300-2024, made by Trustee Drew, Seconded by Trustee Weil

ROLL CALL VOTE:

Ayes: Treasurer Jeff Slavitz, Niran Amir, Lawrence Drew, Emily Poplawski, Kenneth Weil

Absent: Chair Roxanne Richards, Vice Chair Tony Hooker

Noes: None

Motion Passed.

11. CONSIDERATION OF RESOLUTION 301-2024 IN GRATEFUL APPRECIATION TO TRUSTEE LAWRENCE DREW, MD.

Motion to approve RESOLUTION 301-2024, made by Trustee Amir, Seconded by Trustee Poplawski

ROLL CALL VOTE:

Ayes: Treasurer Jeff Slavitz, Niran Amir, Lawrence Drew, Emily Poplawski, Kenneth Weil

Absent: Chair Roxanne Richards, Vice Chair Tony Hooker

Noes: None

Motion Passed.

12. Schedule of 2024 Meeting Dates

The next Regular BTLA meeting is scheduled for August 19, with no meeting in July.

Treasurer Slavitz adjourned the meeting at 7:35 pm.

Respectfully Submitted,

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