

**REGULAR Meeting  
BELVEDERE-TIBURON LIBRARY AGENCY  
Belvedere-Tiburon Library, Tiburon, California  
August 19, 2024**

**AS APPROVED ON SEPTEMBER 16, 2024**

**Roll Call, Present:** Chair Roxanne Richards, Vice Chair Anthony Hooker, Treasurer Jeff Slavitz, Pamela Goldman, Emily Poplawski, Katherine Sutton, Kenneth Weil

**Members Absent:** None

**Also Present:** Crystal Duran, Jane Cooper, Kristin Johnson, Joey Della Santina

**CALL TO ORDER:** Treasurer Slavitz called the meeting to order at 6:16pm

**1. ELECTION OF OFFICERS**

Chair Richards called for nominations for Agency Chair. Treasurer Slavitz nominated Anthony Hooker. Trustee Weil seconded. All present in favor, nomination passed.

Chair Hooker called for nominations for Agency Vice Chair. Trustee Weil nominated Emily Poplawski. Chair Hooker seconded. All present in favor, nomination passed.

Chair Hooker called for nominations for Agency Treasurer. Vice Chair Poplawski nominated Treasurer Slavitz. Trustee Weil seconded. All present in favor, nomination passed.

**OPEN Forum:**

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

**2. STAFF BOARD AND COMMITTEE REPORTS**

Chair Hooker welcomed Pamela Goldman and Katherine Sutton to the Agency Board. He reported that a committee of Agency and Foundation members are planning an Agency-Foundation retreat to focus on continuing to move the Library offerings forward, and to get the public involved. The main focus now is public participation in Library and Foundation programs. Several recent programs, the Jazz Concert, and a First Responders event in Zelinsky park, were well attended. Some school events are also planned for the Park, which can be used advantageously as an amphitheater. Trustee Weil also expressed appreciation for the Jazz Concert and asked how it was put together. Director Duran said that Library Staff organized the program, including a stage rental and Foundation members solicited donated ice cream from Café Acri, and Foundation volunteers supported the event.

Trustee Richards asked that the Agency remember two long-serving volunteers who passed away this year: Bonnie Spiesberger, past agency Chair and a very effective fundraiser, and Mary fishman, who was a long-time volunteer for Corner Books and a strong supporter of the Library.

### **3. Library Director's Report**

Director Duran thanked Trustee Richards for her Agency chairmanship in the past year, and commended Chair Hooker for taking on the role, and welcomed new trustees Goldman and Sutton.

A Library Newsletter will be mailed to all residents during the last week of August. A wealth of Library programs will be highlighted. Trustee Hooker asked about the distribution. Assistant Director Della Santina said that 8,000 copies were mailed to residents of Belvedere, Tiburon, and Strawberry, and that additional copies were placed at Woodlands Market and service points for community pickup.

Library Staff added a library speakers consortium for monthly online hosting of two- to- three best seller authors, all completely virtual and archived for future viewing. This new service will help meet the needs of the homebound and those who are not able to attend in-person programs at the offered times.

As of October 1<sup>st</sup>, Library Business hours will increase, moving closure from 7 to 8pm Monday through Thursday. This extension of open hours will meet local community needs and bring the Library into synch with the Mill Valley Library and other Marin County Libraries. In addition, it will allow for sufficient Library staff to be present for closing after later programs. The Library will be sufficiently staffed by the end of August to accommodate the new hours. Trustee Weil added that it will be beneficial to the public for the Library to be open for programming and for a quiet place to work in the evening. Trustee Richards suggested a special collection of data on usage after 7pm, and the number of evening events and attendance, to determine if the later hours are worthwhile. Trustee Weil emphasized the importance of staying open for patrons who work, and can only come to the Library in the evening.

Staff interviews for Accounting Technician candidates were completed today. An offer will be extended this week for onboarding in September. The Accounting Technician will support the more detailed accounting and administration work.

Several Circulation Staff have been promoted and awarded increased hours, in addition to two budgeted part-time positions being filled.

On Friday, August 16<sup>th</sup>, Library Staff supported and co-hosted a back-to-school backpack drive at Hilarita school, for the 45 K-12 students who live nearby. Twenty-Two Backpacks filled with supplies and Target gift cards were distributed, with the remaining backpacks to be picked up by students at the residence. This was a great

way to partner with local agencies, in addition to providing local families with an opportunity to talk with counselors and Library staff.

The Agency-Foundation Retreat is planned for September 24<sup>th</sup>.

Director Duran has engaged Dr. Reggie Thomas for internal organizational development work with Library Staff for six months. The work will include conflict resolution, work culture, shared values, and one-on-one direct coaching. Since many of the outside community issues have been tackled, the focus this year will be on employee engagement. The intent is to increase morale, communication, collaboration, and risk taking. Vice Chair Poplawski asked why this particular consultant was chosen, and why for a six-month period. Director Duran said that she had interviewed 3 consultants, and had worked with Dr. Thomas in a previous workplace. Trustee Weil asked about the cost. Director Duran said this would be \$20,000 to \$24,000, including travel. This will be charged to the Legal and Consulting budget line.

Trustee Goldman asked about the goal of hitting 85% Library usage compared to pre-pandemic levels. Director Duran said that, because the Library is required to report usage statistics to the state, including visitors, checkouts, and program attendees, she was able to review the past data for averages of the 3 years pre-pandemic. The doubling of the building size made that comparison imperfect, so last year will be a good measure for growth comparison. The Library has door counters, and reference and circulation staff record types of service given. Recent data collected will be presented at the Agency-Foundation retreat.

#### **4. Belvedere Tiburon Library Foundation Report**

Foundation President Lucy Churton reported that October will be kickoff time for the annual fund drive. The campaign will be refreshed with a different angle, now that the capital campaign has been completed.

Foundation Members are focused on action items: The Children's Patio re-do, with rubberized flooring, shade awnings, and child-safe garden plantings, the Library furniture updates, and Founders' Room kitchen cabinets. Green initiatives are planned for retreat discussion, including Library solar installation and generator purchase.

A new Art Exhibit, "Making Art in a Changing World," will be installed in the Art Gallery on September 19<sup>th</sup>. The themes of this exhibit include social justice, climate change, and racism. The current exhibit of buildings and structures has sold 4 pieces. Later in the year an exhibit of emerging high school artists will be presented.

Foundation Members are working on legacy planning. Aviva Boedecker is the committee representative for this project.

Planning for this year's Teddy Bear Tea is also in process.

Foundation Staff are working more closely with Library Staff to support Library Programs. For example, Foundation Members solicited Café Acric for the donated ice cream for the Jazz Concert event. The Foundation wants to do more to support Library events.

The Foundation is also considering a possible mini Blackie's Hay Day on the Zelinsky Park Lawn as a fundraising event. Pop-up 94920 has been discontinued for now.

The Foundation will sponsor a table at Friday Nights on Main this week, and will distribute bookmarks (printed by Ivan in the Makerspace) along with cotton candy. They will also offer a raffle for items from downtown businesses and a signup sheet to support the foundation.

## **5. Financial Statements, Quarterly Treasurer's Report June 30, 2024**

Clerk Johnson reported that, with 100% of the budget year passed, revenues are at about 96% of budget, and will be at 101% after post-year-end receipts, on par for this time of year.

Expenditures are at 87% of budget, before year-end accounts payable accruals. Personnel is at 85% due to hiring later in the year. Circulation Materials are at 94% overall, on par. Technology Services are at 73%, Program Services are at 82%, Building Expenses are at 88% on par, with some higher post-construction repairs tempered by savings in other areas. Agency Administration is high at 130% due to Board-approved additional spending for the Strategic Plan, Staffing, and Compensation consulting studies.

The projected cash low point for fall is almost \$900,000, with operating reserve at about \$260,000.

Combined Pension and OPEB liabilities as of the last valuation dates in 2022 and 2023 total almost \$2,000,000. With fluctuations in the discount rate, these could be as low as about \$1,100,000 or as high as about \$3,100,000.

CFD 1995-1 Bond Liability stands at \$343,950, including future interest, with 5 payments remaining. Payments are made in March and September. The final payment will be in September, 2026. There is no allowance for early payment, and interest expected for the remainder of the term is \$28,950.

The Compensated Absence (accrued vacation) Liability is currently \$110,000.

## **6. Committee Reports**

There were no committee reports.

## **CONSENT CALENDAR**

**7/8. Motion to approve the Minutes of June 17, 2024 and the Warrants for the Months of June and July, 2024 made by Treasurer Slavitz, seconded by Trustee Richards.**

**Ayes: All present in favor.**  
**Absent: None.**  
**Noes: None.**  
**All in Favor. Motion Passed.**

#### **TRUSTEE CONSIDERATIONS:**

##### **9. Consideration of Adoption of Conflict of Interest Policy**

**Motion to approve current Conflict of Interest Policy with no changes made by Trustee Richards, seconded by Treasurer Slavitz**

**ROLL CALL VOTE: Chair Anthony Hooker, Vice Chair Emily Poplawski, Treasurer Jeff Slavitz, Pamela Goldman, Roxanne Richards, Katherine Sutton, Kenneth Weil**

**Absent: None.**  
**Noes: None.**  
**All in Favor. Motion Passed.**

##### **10. CONSIDERATION OF ESTABLISHING A STANDING FINANCE COMMITTEE**

Director Duran said that Library Counsel has recommended a standing finance committee. Standing committees require posting of agendas and minutes. Chair Hooker asked whether counsel deemed this mandatory. Vice Chair Poplawski asked what are the risks of not establishing a standing finance committee might be. Director Duran said that it is common practice to have a standing finance committee for legislative bodies. Chair Hooker said that the Agency Bylaws state that standing committees are optional. Trustee Richards added that having a standing committee with public and attendance would allow more than 3 members of the Agency to attend the finance committee meetings. It would also allow for involving public participation and transparency. Treasurer Slavitz added that the committee could also include a professional finance member of the community which would be helpful. Vice Chair Poplawski advised against overcomplication of the process. Treasurer Slavitz added that the Town of Tiburon doesn't have a standing finance Committee. Jane Cooper said that the City of Belvedere does have a public standing finance committee, with 2 advisory members from the council.

**Chair Hooker asked for a motion regarding the standing finance committee. It was suggested and determined that the members of the Standing Finance Committee shall be the Treasurer, and two others. Trustees Goldman and Weil expressed interest in membership.**

**Motion to establish a standing finance committee with membership of Treasurer Slavitz, Trustee Goldman and Trustee Weil, made by Trustee Richards, seconded by Treasurer Slavitz.**

**ROLL CALL VOTE: Chair Anthony Hooker, Vice Chair Emily Poplawski, Treasurer Jeff Slavitz, Pamela Goldman, Roxanne Richards, Katherine Sutton, Kenneth Weil**

**Absent: None.**  
**Noes: None.**  
**All in Favor. Motion Passed.**

## **11. CONSIDERATION OF ESTABLISHING AN AD-HOC COMPENSATION COMMITTEE**

**Motion to approve AD-HOC Compensation committee with membership of Trustee Weil, Trustee Richards, and Vice Chair Poplawski, made by Vice Chair Poplawski, seconded by Treasurer Slavitz.**

**ROLL CALL VOTE: Chair Anthony Hooker, Vice Chair Emily Poplawski, Treasurer Jeff Slavitz, Pamela Goldman, Roxanne Richards, Katherine Sutton, Kenneth Weil**

**Absent: None.**  
**Noes: None.**  
**All in Favor. Motion Passed.**

## **12. CONSIDERATION OF APPROVING I'LEE HOOKER MEMORIAL GARDEN AGREEMENT**

Chair Hooker recused himself for this discussion and action agenda item as he was a party in this consideration.

Director Duran noted that during the capital campaign, donor Anthony Hooker was promised a memorial garden in honor of the late I'Lee Hooker, along with naming privileges for a \$75,000 donation, where anything provided beyond the original \$75,000 naming donation amount through family and friends' donations would be applied to the garden planting. The designated garden area is the retention basin area between the Library and Tiburon Town Hall. Mr. Hooker has covered the cost of developing plans for the garden. Estimated costs for the garden are under \$60,000, so they don't require a public bidding process. The garden project has been on hold for the completion of the expansion. This is a unique project, as other donors were not given enhancement privileges, so it is necessary to create a contract so as not to set a precedent. The Library has two donor policies in place, one regarding donations covering costs of expansion, and the second regarding naming privileges (specifying naming areas and donation levels). The Library and Foundation should be careful about setting a precedent for future enhancements.

The estimated project costs currently exceed the amount of donations available by \$12,500. Mr. Hooker has agreed to cover the additional cost. Maintenance costs of the completed garden are estimated at \$3,000 per year, increasing 3-5% annually. A memorial plaque has been printed for placement in the garden. Mr. Hooker will provide maintenance for 5 years. His naming right is designated for 10 years. Library Counsel has suggested that naming and maintenance periods should match. Mr. Hooker would like to have 10-year naming rights, but has agreed to provide maintenance for only 5 years. The donors are eager to move forward with the project.

Director Duran suggested options for approval: (1) Approve the attached contract identifying naming rights for ten years and maintenance costs by donor for five years. (2) Defer approval to further conversations and negotiations. The Board could also consider whether the Agency could pay for additional maintenance costs beyond the fifth year. Trustee Sutton suggested that there is already a grounds maintenance cost covered by the Agency. Director Duran said that the current cost would increase by an estimated \$200 per month after the garden installation.

Trustee Weill said that, since the donation money was accepted and published on the website, with promises made, the Agency should honor the previous commitment.

Treasurer Slavitz said that the terms of maintenance and naming should, nevertheless, match.

Director Duran said that the donor's concern was moving forward with regard to the additional active donors to the garden project.

Trustee Richards added that the naming rights policy specifies 10 years for all donors.

Vice Chair Poplawski called for a motion.

**Motion to approve moving into I'LEE HOOKER MEMORIAL GARDEN agreement and to authorize the Library Director to enter into a contract with Gardeners Guild, made by Vice Chair Poplawski, seconded by Treasurer Slavitz.**

**ROLL CALL VOTE: Vice Chair Emily Poplawski, Treasurer Jeff Slavitz, Pamela Goldman, Roxanne Richards, Katherine Sutton, Kenneth Weil**

**Absent/Abstained: Chair Anthony Hooker.**

**Noes: None.**

**All in Favor. Motion Passed.**

Chair Hooker returned to the meeting.

### **13. CONSIDERATION OF UPDATED BTLA EMPLOYEE HANDBOOK**

During strategic planning, employees expressed a desire for an updated comprehensive handbook and subsequent training. Library Counsel has suggested Agency approval on an annual basis.

Key updates and additions were noted in the memo on page 43.

Previously in June, the Agency discussed employee holidays. Currently, the Library offers ten paid and four floating holidays. The suggestion in the draft presented suggests 12 paid and four floating holidays. This is in accordance with local (library) industry standard. Agency concerns in previous discussions weighed maximum days open for patrons versus employee morale.

Adoption of the Handbook can be (1) as written, (2) revised as written with holiday premium pay, or (3) revised back to 10 paid and 4 floating holidays, with further discussion of holidays delayed until results of the compensation/benefit study are available.

Vice Chair Poplawski asked whether the community would use the holidays if the Agency chose to open partially and pay premium pay. Director Duran said that those days would

probably be low patron traffic/usage. Trustee Sutton said that, as a family community member, she would not expect the library to be open on holidays. Trustee Weil countered that some community members, including students on school break, do want to use the Library on holidays. Trustee Poplawski suggested that, with so much available online, patrons would still have access to many Library Services if the Library was closed, and enhancing employee morale is very important, employees want to be with family on holidays. Trustee Weil said that different holidays are taken by different people, and that a big part of the Library's mission is to be open to the public. Trustee Richards suggested holding off on adding the two additional holidays until the benefits study has been completed. Treasurer Slavitz emphasized that, if the Agency wishes to be competitive with other local libraries, offering more holidays would be important. Trustee Goldman asked whether some employees would want to work for extra pay on certain holidays. Director Duran said that part-time employees would probably take advantage of the opportunity to work, since they aren't paid for regular holidays. Also, these would be lighter work days. Chair Hooker asked whether the Maker Space and Teen Library would be open on the holidays. Director Duran said they may be open but not staffed.

Trustee Weil suggested offering extra floating holidays rather than official holiday closures. The Agency reached a consensus to defer the addition of two holidays until the benefits study results are made available. Chair Hooker called for a motion.

**Motion to approve the Belvedere Tiburon Library 2024 Employee Handbook with revision to status quo of 10 paid holidays and 4 floating holidays made by Treasurer Slavitz, seconded by Trustee Goldman.**

**ROLL CALL VOTE: Chair Anthony Hooker, Vice Chair Emily Poplawski, Treasurer Jeff Slavitz, Pamela Goldman, Roxanne Richards, Katherine Sutton, Kenneth Weil**

**Absent: None.**

**Noes: None.**

**All in Favor. Motion Passed.**

#### **14. DISCUSSION OF LIBRARY FURNISHINGS**

Director Duran said that part of the community feedback during the strategic planning process called for more comfort in the library. Trustee Richards has introduced an interior designer and a commercial interior architect to study the situation.

Joey Della Santina, Assistant Director for Library Service, presented a summary of the findings: The primary areas needing attention are comfortable seating, signage, and layout.

There is a plan to add new club chairs in the Library entryway, and to make this a place where patrons can gather, relax, and connect. Some on-hand chairs have already been moved into space and are being used. Seating will also be added in the Art Gallery Lobby.

Staff and designers will be assessing the rest of the Library, mainly the nave for both acoustics and study carrels, starting with the critical front areas. Public computers will be moved into one of the meeting rooms off the lobby. Treasurer Slavitz asked why computers would be moved into a meeting room. Assistant Director Della Santina said that staff

assistance is often needed, and this will contain the necessary conversations to a quiet area. The computer room will also include copiers for printing so that they are closer to the patrons' source devices. The meeting room has optimal wiring for these purposes, also. Foundation President Lucy Churton suggested that Library Staff visit Redwood High School to look at the computer room setup there.

Meeting room use was questioned in terms of taking a room for computer purposes. Assistant Director Della Santina said that the planned classroom doesn't function well for its original purpose and other changes are being considered to create another meeting room option for the public.

Trustee Weil asked if the new setups would provide consideration for aging users. Assistant Director Della Santina affirmed, adding that armchairs and wider chairs were planned.

Director Duran said that the current cost for Phase 1: adding chairs and moving computers is estimated at \$45,000 to \$55,000. Phase 2 will include looking at changes to the alcoves, and considering more individual workstations. A presentation will be made to the Foundation to determine how to fund the project. Treasurer Slavitz asked about use of reserves. Director Duran said that, in light of multiple projects, a prioritization of reserve use would be needed.

#### **15. Schedule of 2024 Meeting Dates**

The next Regular BTLA meeting is scheduled for Monday, September 16, 2024.

Chair Hooker adjourned the meeting at 8:28 pm

Respectfully Submitted,

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