

**REGULAR Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
September 16, 2024**

AS APPROVED ON OCTOBER 21, 2024

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

Members Absent: Treasurer Jeff Slavitz

Also Present: Crystal Duran, Kristin Johnson, Jane Cooper, Ann Aylwin

CALL TO ORDER: Chair Hooker called the meeting to order at 6:15 pm

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

STAFF BOARD AND COMMITTEE REPORTS

1. Chair's Report

Chair Hooker reported that Library is in a new phase. Programs are abundant and well attended, and the staff can now focus some energy toward internally updating older policies, procedures, and documents.

2. Library Director's Report

Director Duran reported that a new exhibit, "Making Art in a Changing World," is up in the gallery. There will be an opening reception this Thursday, and an art talk on October 10.

Betty Chao has joined the Library administrative staff as our new Accounting Technician. Welcome, Betty!

Dr. Reggie Thomas of Peake Potential has conducted individual interviews and several group sessions with Library staff to focus on improving workplace relationships. He will return on October 10th and 11th for individual coaching and a conflict resolution workshop. The Library will be closed for several hours on October 11th for an all staff meeting and the conflict resolution training.

The Library's "Project Refresh," a continuing update on layout and furnishings, is well underway. The Foundation has approved \$42,000 in funding for the project. The Library budget will support the project with labor and minor materials. The total cost of the project is estimated at \$50,000.

The I'Lee hooker Memorial Garden was approved in August. Staff are awaiting a work schedule from the Gardeners Guild.

Director Duran expressed kudos to Gina Vaziri, Cataloging and Acquisitions Librarian, who has implemented the pre-processing of new books. This project has

been years in the making. The Cataloging (Technical Services) department's work has historically included the cataloging (record creation), covering, and labeling of new books. Book Vendors will now do that part of the work for us. Books will be ready to shelve when received by mail. This pre-processing will allow a reduction of ½-to1 FTE's in the Cataloging Department. Staff will still have to fine tune the records created by the vendor. This new process will enable more time to be devoted to e-book purchasing, and faster placement of books on the shelves. The majority of book orders and pre-processing will now be done through vendor Baker & Taylor. The Zip books project, in which patrons can request book purchases, will still require manual cataloging at the Library. Zip books purchases are limited to a maximum cost and cannot be best-sellers. Regular "weeding" of the collection is also done by staff to keep the collection current in terms of usage, and to allow room for new books.

The joint Agency-Foundation retreat originally scheduled for September 24th has been postponed. Director Duran will be polling for alternative dates.

3. Belvedere Tiburon Library Foundation Report

Foundation Director Ann Aylwin reported that the Annual Fund Campaign will kick off in October. The Foundation has received \$125,000 from the Campaign to date this calendar year. The Campaign goal is to equal or exceed last year, and to continue to increase the annual fundraising to pre-Capital Campaign levels or higher. This year's Teddy Bear Tea proceeds of \$17,000 will be earmarked toward the flooring, shade, and planting on the Children's Room patio. This project, estimated at a total cost of \$20,000, requires Town of Tiburon permitting.

The Foundation hosted a table at Friday nights on main recently, with books from Corner Books given away to the public, along with cotton candy and bookmarks, with a successful generation of public interest.

Upcoming Foundation supported Library events include the Legacy of Ghandi on Friday, September 20th, and the Titanic Talk on September 24th.

The next Teddy Bear Tea will mark its 25th anniversary. The Tea will be held in late February or early March, and will be advertised in The Ark, which has provided great publicity throughout the years.

Director Duran clarified that Library events are publicized through digital newsletters to subscribers around the first and middle of each month. In addition, patron inquiries are referred to the Library's online calendar, and staff publish a monthly standing Ad in The Ark Newspaper and post flyers in the community. Select events can also be published in the Town of Tiburon and City of Belvedere newsletters. Social media has been used in the past, but has not been as effective in attracting participation as the other methods for the Library's demographic.

4. Financial Statements, August 2024

Clerk Johnson reported that, with two months or 17% of the budget year passed, revenues are minimal (normal for this time of year) and overall expenditures are at

24% of budget (also normal for this time of year). Expenditures for magazine subscriptions, digital resources, Property and Liability insurance, and CalPERS Unfunded Accrued Pension Liability are all made in the first two months of the fiscal year, inflating the apparent % of budget in the first quarter.

5. Committee Reports

The Finance Committee met on September 5th, with members Kenneth Weil, Pamela Goldman, and Treasurer Jeff Slavitz present. Also present were Chair Anthony Hooker, Foundation Treasurer Toni Lee, Director Crystal Duran, and Finance, HR and Admin Manager Kristin Johnson. The group reviewed the Agency's Investment Policy and discussed the possibility of establishing a 115 trust for Pension and OPEB obligations. While 115 Trusts can provide a greater return on investment than some other investments, the Agency needs to establish a policy on allocating reserves for specific purposes. The Finance Committee will meet again in January to discuss this issue.

Trustee Richards added that Belvedere Council Member Sally Wilkinson has offered to share her past research with analysis and execution of 115 trust participation. Director Duran said that a CalPERS presentation would also be valuable to the Committee.

Director Duran said that she is waiting to schedule a Compensation Committee meeting. She would like to discuss a possible change in the benefits allowance level in January, as health premiums have risen 8% in January of 2024 and will increase an additional 11% in January of 2025. She would also like to address possible changes in benefits offered in conjunction with the current benefits study.

CONSENT CALENDAR

6/7. Approval of the Minutes of August 19, 2024 and the Warrants for the month of August, 2024.

Chair Hooker asked whether digital subscription renewals are analyzed for patron usage. Director Duran said that subscriptions are analyzed for usage, and that they are also compared to other Libraries' offerings for gaps in the system.

Trustee Weil asked about the payment to the Town of Tiburon for grounds maintenance, and how the grounds maintenance cost is divided between Town of Tiburon and the Library. Clerk Johnson explained that the Town had just billed the Library for the full past year of grounds maintenance. Director Duran said that the Town and the Library have specifically owned areas in addition to shared communal areas. They share the cost of communal areas at 50-50. The Library's specific outdoor space is larger than the Town's, and the Library pays the Town for the shared services of their landscape contractors.

Motion to approve the Minutes of August 19, 2024 and the Warrants for the month of August, 2024 made by Vice Chair Poplawski, Seconded by Trustee Richards.

Ayes: All present in favor.

Absent: Treasurer Jeff Slavitz

Noes: None.

Motion Passed.

TRUSTEE CONSIDERATIONS:

8. Consideration of Conflict of updated Investment Policy

Director Duran said that the policy had been reviewed by the Finance Committee.

**Motion to approve updated Investment Policy made by Trustee Goldman,
Seconded by Trustee Sutton.**

ROLL CALL VOTE:

**Ayes: Chair Anthony Hooker, Vice Chair Emily Poplawski, Pamela Goldman,
Roxanne Richards, Katherine Sutton, Kenneth Weil.**

Absent: Treasurer Jeff Slavitz

Noes: None.

Motion Passed.

9. Consideration of Resolution 298-2024 Authorizing Closure of Bank Accounts

**Motion to approve Resolution 298-2024 made by Trustee Weil, Seconded by
Trustee Richards.**

ROLL CALL VOTE:

**Ayes: Chair Anthony Hooker, Vice Chair Emily Poplawski, Pamela Goldman,
Roxanne Richards, Katherine Sutton, Kenneth Weil.**

Absent: Treasurer Jeff Slavitz

Noes: None.

Motion Passed.

**10. Consideration of Resolution 302-2024 Amending the Fiscal 2024 Gann
Appropriations Limit**

**Motion to approve Resolution 302-2024 made by Trustee Sutton, Seconded by
Trustee Richards.**

ROLL CALL VOTE:

**Ayes: Chair Anthony Hooker, Vice Chair Emily Poplawski, Pamela Goldman,
Roxanne Richards, Katherine Sutton, Kenneth Weil.**

Absent: Treasurer Jeff Slavitz

Noes: None.

Motion Passed.

11. Consideration of Resolution 303-2024 Amending the Fiscal 2024 CFD Gann Appropriations Limit

Motion to approve Resolution 303-2024, made by Trustee Goldman, Seconded by Trustee Sutton.

ROLL CALL VOTE:

Ayes: Chair Anthony Hooker, Vice Chair Emily Poplawski, Pamela Goldman, Roxanne Richards, Katherine Sutton, Kenneth Weil.

Absent: Treasurer Jeff Slavitz

Noes: None.

Motion Passed.

12. Consideration of Resolution 304-2024 Adopting the Fiscal 2025 Gann Appropriations Limit

Motion to Adopt Resolution 304-2024 made by Trustee Poplawski, seconded by Trustee Weil.

ROLL CALL VOTE:

Ayes: Chair Anthony Hooker, Vice Chair Emily Poplawski, Pamela Goldman, Roxanne Richards, Katherine Sutton, Kenneth Weil.

Absent: Treasurer Jeff Slavitz

Noes: None.

Motion Passed.

13. Consideration of Resolution 305-2024 Adopting the Fiscal 2025 CFD Gann Appropriations Limit

Motion to Adopt Resolution 305-2024 made by Vice Chair Poplawski, Seconded by Trustee Richards.

ROLL CALL VOTE:

Ayes: Chair Anthony Hooker, Vice Chair Emily Poplawski, Pamela Goldman, Roxanne Richards, Katherine Sutton, Kenneth Weil.

Absent: Treasurer Jeff Slavitz

Noes: None.

Motion Passed.

14. Schedule of 2024-2025 Meeting Dates

The next Regular BTLA meeting is scheduled for October 21, 2024.

Chair Hooker adjourned the meeting at 7:09 pm.

Respectfully Submitted,

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