

**REGULAR Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
October 21, 2024**

AS APPROVED ON NOVEMBER 18, 2024

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

Members Absent: Treasurer Jeff Slavitz, Vice Chair Emily Poplawski

Also Present: Crystal Duran, Mickey Hubbell, Jane Cooper, Kristin Johnson

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 he has been reviewing communications from the Library to the public, including the quarterly In the Stacks newsletter, the monthly and semi-monthly emails, The Ark Newspaper, and posters. He asked if the In the Stacks newsletter could include a small home calendar for Library events. Director Duran suggested that patrons use either the Library's website calendar, or use the website-available feature to create a PDF customized calendar in a monthly view format. Patrons can also request to have alerts sent monthly. The print newsletter doesn't necessarily capture all events, as events are constantly being added. Chair Hooker said that his informal community survey of who received and liked the newsletter was generally favorable.

Trustee Weil asked Belvedere City Councilmember Jane Cooper whether the Belvedere City newsletter could include Library Events. Councilmember Cooper said that, since the Library has its own newsletter, the Belvedere Breeze newsletter generally includes only out of the ordinary Library events.

Clerk Johnson introduced and welcomed Betty Chao, the Library's new Accounting Technician. Ms. Chao has a strong background in accounting and is also helping to create more digital processes in the Administration department.

2. Library Director's Report

Director Duran reported that Foundation-Agency retreat will be held on Wednesday, November 13th.

Dr. Reggie Thomas, organizational consultant with PeakePotential, Inc., led a recent conflict resolution training for Library Staff. The Library closed for a Friday morning

to accommodate this training. Each staff completed a conflict response inventory, which revealed each person's conflict resolution type and their go-to conflict response styles when things are calm versus when "in a storm," and all learned when it is appropriate to use which style. Staff had the opportunity to share and role play with their styles. The exercise was eye opening and helpful for staff to cultivate and sustain a good working environment at the Library. Positive reactions from staff included feeling a sense of trust, learning that conflict is normal, and learning how to resolve problems together. Dr. Thomas will facilitate several more staff workshops in the coming months. This will be a great opportunity for staff to learn and share as a group. Trustee Weil asked if the Board could receive regular reports of staff reactions to staff development trainings. Director Duran affirmed.

Dr. Thomas is also coaching all management supervisors, meeting with them bi-weekly through January. Staff are working on setting goals and learning aspects of improving management style and techniques. Training is personalized based on each manager's strengths and opportunities.

Dr. Thomas has delineated additional recommendations for the upcoming workshops, including culture work: identifying shared core operating values for staff, leadership development for managers (which includes developing a professional development program), and creating a meaningful meeting protocol (which includes assigning different staff for meeting organization and leadership roles, establishing rules of civility and professionalism, and an upgraded performance management system).

Upon completion of his contract, Dr. Thomas will present a summary of his work and results at the January Agency meeting. Trustee Weil asked about Dr. Thomas' contract price, which is \$24,000 including travel.

With the Library's expanded business hours, Director Duran would like to incorporate a regular quarterly half-day close of the Library to facilitate group learning for staff.

An additional consultant in Human Resources, Deborah Muchmore, facilitated the recruitment for Betty Chao, Accounting Technician, and is continuing to assist Library Staff with benefits updates, and with on-call human resources help.

Progress on benefits updates will be discussed at the November Agency meeting. The Compensation Committee will review and discuss survey results next week.

Work on the I'Lee Hooker Memorial Garden work in the garden and basin area between the Library and the Town Hall will begin this Wednesday, October 23rd. The work should not disrupt Library Service.

Director Duran recently attended the California Library Association (CLA) meeting, (for which she has been a Board member for a three years and is now terming off), and the annual Public Library Directors Forum (which focused on building up and

supporting Library Directors with healthy work-life balance). Director Duran also attends a monthly CLA meeting via zoom, and has recently attended a CLA Sustainability Grant Workshop along with other recent grantees. She presented for the CLA Advocacy and Legislative Committees in Sacramento regarding the AB 1825 California Freedom to Read Bill, and co-chaired the efforts of getting this bill passed. In response to this Bill, the Library will review the recently updated policy and procedure regarding patron complaints about and challenges to books in the Library's collection to ensure compliance with AB 1825.

Chair Hooker asked about the Library's Art Exhibit Policy, noting that exhibits are organized and hung by Art Committee members under the auspices of the Foundation, while the Gallery itself is under the Library's jurisdiction. Director Duran noted that Art Committee volunteers and their activities fall under Foundation's purview, while any property or legal liability falls under the Library's insurance. She added that a Board-approved policy for vetting the artwork is needed, and that said policy is under draft and council review.

3. Belvedere Tiburon Library Foundation Report

Foundation Vice President Mickey Hubbell reported that Foundation members are still working on the Children's area improvements. The rubberized flooring has been approved at a budget of \$17,000, and is out for bid. The \$20,000 shade structure is waiting for approval from the Town of Tiburon Council.

The Annual Fund kickoff is this month, and letters will go out soon. The Fund has raised \$125,000 to date this year.

The Art Committee's next show, "Making Art in a Changing World," has been hung in the Gallery, with 45 pieces that raise awareness around many environmental and social issues. Director Duran noted that there were 425 artist submissions for the last show. Submissions each show include repeat artists and some very well-known artists. Each submission requires a \$30 fee, so, in addition to art sales, the submissions serve as a fundraiser. The Art Committee is all volunteer and works intensely with much coordination to put these shows together. The Gallery is gaining a Bay Area name as a place where artists want to show. Trustee Sutton added that the Art Talks around each show are also great, and a draw. Chair Hooker said that he has heard very good comments from patrons about the Art Exhibits, and the quality attained from the Art Committee's selection process.

This year's Teddy Bear Tea is in the planning stages, for a February 8th date. This will be the Tea's 25th anniversary. The Ark Newspaper will help prepare for a special celebration by curating photos from past Teddy Bear Teas, which will be streamed at the Tea. Foundation members are working with more vendors for corporate sponsorships for the anniversary marquee.

The Foundation updating its website, and an annual report will be posted.

The Foundation will continue to bring hospitality to some of the Library Events. Director Duran said events will be vetted jointly by the Library and Foundation

leadership to determine which events are premier and would warrant this type of service from the Foundation.

4. Financial Statements, Quarterly Treasurer's Report September 2024

Clerk Johnson reported that cash is at \$1,764,619 at September 30, down from the June 30 balance of \$2,586,355, as we are heading to the low cash point of the year before December taxes arrive. Building Reserve is at \$53,878 and Insurance Reserve at \$500,000, reflecting the recent Board decision to move funds from Building to Insurance reserve to meet deductibles. The remaining \$50,000 of Expansion Funds will be moved to Building Reserve, as the Project Expenditures are substantially wrapped up. The cash low for this year in November/December is projected at about \$900,000, with about \$300,000 of that available as Operating Reserve.

With 25% of the fiscal year accomplished, Revenues are at 2% of budget, normal for this time of year, as taxes are received in December/January and April/May. Expenditures are at 32% of budget, a little higher than the prior year at 28% mainly due to increases in front-loaded items: Digital Subscriptions, including MARINet, and Property and Liability Insurance. In addition, staffing levels are full per budget, back up to pre-pandemic levels, and Adult, Children's and Teen programs are back in full swing.

5. Committee Reports

The Compensation Committee met on October 10th and will meet again next week. The Committee is making progress on a Compensation Policy for board discussion, and is starting a conversation about benefits.

CONSENT CALENDAR

6/7. Motion to approve the Minutes of September 16, 2024 and the Warrants for the Month of September 2024. Made by Trustee Richards, seconded by Trustee Weil.

Ayes: Chair Hooker, Trustee Goldman, Trustee Richards, Trustee Sutton, Trustee Weil

Absent: Vice Chair Poplawski, Treasurer Slavitz

Noes: None

All present in favor, Motion Passed.

TRUSTEE CONSIDERATIONS:

There were no Trustee Considerations for this meeting.

Belvedere Councilwoman Jane Cooper announced that she will begin serving as Belvedere Mayor, so she may have to give up her duties as Library liaison. The Council will select a new Library liaison. Councilwoman Cooper invited Director Duran to attend a City Council meeting.

14. Schedule of 2024-2025 Meeting Dates

A joint Agency Foundation workshop will be held on November 13, 2024.

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

Chair Hooker adjourned the meeting at 7:16 pm

Respectfully Submitted,

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