REGULAR Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
June 16, 2025

AS APPROVE ON AUGUST 18,2025

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, Lucy Churton

CALL TO ORDER: **Chair Hooker called the meeting to order at 6:19 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 noted that Director Duran's Report illustrates continuing progress in the Library's Strategic Plan goals, and he offered his congratulations.

2. Library Director's Report

Director Duran reported that a "Green Fest" will be held on Saturday, June 21 from 11am to 12pm. Librarian Katie Winters organized the festival, procuring many very interesting small programs. Trustee Roxanne Richards and Foundation President Lucy Churton will be volunteering at the event.

An all-staff development day will be held on a Friday in August. Staff will lead the planning efforts and incorporate the institutional values.

An update of the Library Employee Handbook will be presented for consideration by the Agency at the August Regular meeting. The policy is currently under review by the Human Resources consultants, Muchmore.

A number of facility repair and improvement projects have been underway this year and will continue into the next fiscal year including painting, carpet cleaning, new chairs, and conversion of the larger reference workroom into a public use meeting room. Library Services Manager Joey Della Santina has been leading the "Project Refresh" effort alongside volunteer designers Jean Fair and Jennifer Hull.

The Administrative team is working on various processes including auto- and ACH payments, purchasing, and new in-house accounting software.

Policies under development and in the que for Agency review include purchasing, recycling, records retention, diversity, and community resiliency and impact. Many of these upgrades are related to the Sustainability Project.

The planned visit by the Institute for Museum and Library Services and State Library staff will now be a virtual visit in August. Library Staff and Volunteers will share information and experience regarding our sustainability efforts.

Trustee Richards thanked Director Duran for participating in a neighborhood talk on safety issues for Belvedere. This is part of the Library Staff's work on sustainability and resilience, which includes hearing community concerns on how to develop the plan. Community members have also responded to the Library newsletter.

Trustee Richards asked that the Agency have an opportunity to contribute to the Library's defined values. Trustee Richards suggested that it be a topic for the joint retreat with the Agency and Foundation for collaboration on additional values.

Chair Hooker asked if the Library is currently fully staffed. Director Duran affirmed, and added that 2 new part-time staff will start work soon. The Library currently has 25 staff, of which 12 are full time and 13 are part-time. Fifteen (15) of the employees qualify for CalPERS membership.

Trustee Weil asked if the Library could be open to the public, lightly staffed, possibly with assistance by Agency members, on the Staff Development Day, in order to minimize any closure times.

Trustee Weil also asked if Digital signing procedures are part of the Administration goals. Director Duran said that the staff would seek to set up Adobe e-signatures. Trustee Weil asked about Software backup issues if the accounting software is brought in-house from Belvedere. Director Duran said that the Library currently relies on the services of Marin IT for a cloud backup.

Trustee Weil asked about Director Duran's upcoming CLA presentation. Director Duran said that the Conference will be focused on advocacy and legislation efforts and salary and benefit negotiations. The Conference theme is "telling your own stories." Director Duran will be hosting the legislative booth.

3. Belvedere Tiburon Library Foundation Report

Foundation Director Lucy Churton reported that the Foundation is finalizing the Bonnie Spiesberger Trust, and Aviva Boedecker is helping to place Bonnie's entire bequest in the Marin Community Foundation funds.

The "Legacy" Celebration planned for fall had been re-named the "Library's 30th Anniversary" Celebration, and the dates have been moved to September 5th and 7th. On Friday the 5th, the Celebration in the Founder's Room will feature historical photos provided by the Landmarks Society, celebrating legacy individuals. On Sunday the 7th, food trucks, activities for children, and a party will be featured.

Director Churton met with Children's Librarian Alicia Bell and the shade structure vendor to preview the workability, and decided to increase the size of the structure. The vendor is processing the new order.

Director Churton and Foundation members have been reaching out to individuals who are interested in leading the Volunteer Task Force. Responses have been low, so a new way to reach potential volunteers is needed. Vice Chair Poplawski suggested that immediate personal response to inquiries will increase engagement of interested parties.

The Library Art Gallery show, “Art Inspired by Literature,” will be up until July 10th. At that time an exhibit run by Library Staff, “The New Americans,” featuring new American Citizens, will be installed.

4. Committee Reports

There were no committee reports.

CONSENT CALENDAR

5-6. Motion to approve the Minutes of May 19, 2025 and the Warrants for the Month of May, 2025 made by, Trustee Richards seconded by Trustee Sutton.

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

TRUSTEE CONSIDERATIONS:

7. Consideration of one-time Vacation Buy-Back Program for FY24-25

Director Duran said that the last Vacation Buy-Back Program was approved by the Agency in June 2023, with about $18,000 paid out to 4 employees. She is requesting another approval this year. A recent informal survey indicated that 4 employees would be interested in the Program this year. The Library is in a financial position facilitate a payout now, which would boost staff morale, lighten staff concerns about current economic impacts. Timing of the payout is key to complete in this fiscal year, as it would be calculated at the current salary rates before a COLA increase in new year. If all eligible employees participated, the payout would be about $42,500. If the 4 interested employees participate, maximum payout would be about $21,500.

Trustee Poplawski asked if the Vacation value was reduced by 50% for the payout. Director Duran said that, no, 100% of the value (limited to 75 hours or ½ of total accrued hours) was available for payout.

Chair Hooker asked if this was a one-time payout or if the request comes up every year. Director Duran said that it is only done by Agency vote. It was done 2 years ago, but not last year. If the Agency was fiscally strapped, it wouldn’t be instituted, as it is not required. Trustee Poplawski said that the payout program and the total accrual cap reduces the amount required for payout upon employee termination. It is desirable for employees to use vacation as time off, but also desirable to support employees in need with this type of buyback program. With the payout limited to ½ of accrued hours, there is still motivation for employees to take the remaining balance as time off. If an entire cash out was allowed, that would encourage employees to seek payouts rather than take time off. This is a well-balanced plan. It might be good to add related policies when the need arises. It should be clearly communicated that the current payout is a one-time approval based on the Agency's financial capacity.

Trustee Goldman asked whether hours accrued were paid out by the rate in place at the time they were earned. Director Duran said that the total payout would be at the employees' current rate of pay. When the maximum accrual is reached, no further accruals are added. Sick time is not available for payout. Trustee Weil asked for a more precise figure of how many employees might participate. Director Duran said that 4 employees were likely. Trustee Weil asked that, in the future, a communication and poll be taken earlier in the year, say, at the beginning of the fourth quarter of the fiscal year. Trustee Richards asked if employees were limited in the number of sequential weeks taken as time off. Director Duran said that management tries to accommodate all requests based on planning, staffing schedules, and advance notice.
Chair Hooker asked for public comment. There was none.

Motion to approve one-time Vacation Buy-Back Program for FY24-25 Made by Trustee Weil seconded by Vice Chair Poplawski.

Roll Call Vote:

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

Absent: Jeff Slavitz
Noes: None
All present in Favor. Motion Passed.

8. Consideration of Financial Reserve Policy

Director Duran said that, after the May Agency review of the Financial Reserve Policy, the Policy has been revised for a second look. The Operating Reserve Target was lowered from 30% to 20% of annual operating expenses, and delineated as the top reserve priority. The Insurance Reserve, with a target minimum balance of $550,000 was delineated as second reserve priority. The Capital and Maintenance Reserve, set at a $70,000 (.5% of estimated building replacement value) initial contribution, will be reviewed annually, and will be capped at a Reserve maximum of $500,000. The Strategic Initiative Reserve was increased from $300,000 to $500,000 based on the prior discussion. Director Duran encouraged the Trustees to act on the policy today.

Clerk Johnson said that these initial contributions and minimums would total more than the entire projected low point operating (based on recent history) reserve in the current year. Insurance Reserve is already funded at $500,000 and Building Reserve is at about $54,000.

Chair Hooker asked about a 20-year plan or projection for establishing and maintaining the reserves, and a more formal procedure for selecting reserve contributions and balances. Director Duran said that current best practice in local government is 10% of building replacement value, and suggested that a study could be commissioned regarding the reserves. Chair Hooker said that it would be good to have a basis for establishing the reserve levels. Director Duran said that the initial contributions could be made, and that the policy could be reviewed and amended at any point. Vice Chair Poplawski said that a PowerPoint explanation of each reserve, delving more deeply into the numbers would be more helpful for understanding, illustrating how each reserve would be funded. Chair Hooker said that the Fiscal 2026 budget up for approval tonight does not officially allocate contributions to reserves.

Chair Hooker asked whether more discussion was needed, and suggested that Trustees email questions to Director Duran for discussion in August. Trustee Weil said that the Finance Committee has reviewed the policy, which is a framework, a goal, and that, if the Agency approves the policy tonight, it could be reviewed at a later date for modification. Trustee Goldman said that connecting each reserve to specific initiatives in the Strategic plan would be helpful in guiding the target-setting for the reserves. Vice Chair Poplawski suggested moving toward a motion. Director Duran reiterated that the policy is just a framework, and could be modified in the future.

Chair Hooker opened the floor to public comment. There was no public comment.

Motion to approve the Financial Reserve Policy 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: Jeff Slavitz

Noes: None
All in Favor. Motion Passed.

9. Consideration of Agency Budget for FY25-26

Director Duran thanked the Executive Committee and staff for their participation in the budget preparation. The budget is aligned to the Library's strategic plan. In the current fiscal year, the Library has sponsored 600 youth programs, expanded library outreach at various community events, and added a new makerspace arts & crafts station based on community demand, and achieved about half of the sustainable library certification goals. Staff have participated in a number of valuable trainings in both human relations and library services. For the coming fiscal year, a new emphasis has been placed on documenting program attendance.

The Budget for Fiscal Year 2025-2026 includes a 4.1% increase in property tax revenue based on estimates provided by County. Total Revenue is budgeted at $3.75 million. After payment of the CFD-1995-1 Bonds of $130,000, Revenue available for Operations is $3.62 million.

The Fiscal 2025-2026 Budget is Zero-based. Expenditure-wise, staff costs represent about 68% of the budget, with building costs at 10% of budget, Materials, 10%, and Programs, Technology, and Administrative combine costs totaling about 11%.

Goals for the year include complying with State guidelines for insuring that by 2026, all public grade school students have a library card. The Library hopes to reach this goal locally by October with the additional goal of including private schools. Other main

Library goals for the coming year include sustainability, student success, the joint foundation volunteer initiative, and project refresh (furniture, repairs, upgrades).

Regarding the collection budget, Trustee Richards asked whether all Consortium members would be buying more “skip the line” items for checkout. Director Duran said that this is under discussion within the Consortium.

Chair Hooker asked which projects would be prioritized in the case of an unexpected financial squeeze. Director Duran said that the sustainability and infrastructure would be prioritized, and while costs are still under study, the Library is not yet committed to any action items. Chair Hooker said that employee time is equally important in costing out purchases, and should be included in the estimated costs of projects. If employees don’t have time for projects, it’s reasonable to cut back on some of them. Director Duran said that, with respect to the time issue, some goals which were not met in Fiscal 2024-2025 are already being pushed into fiscal 2025-2026. Project engagements are informed by each Library department’s capacity.

Trustee Richards asked for an overview walk-through of the budget lines. Director Duran said that most of the budget is status quo in terms of expenditures, there are no major changes. One difference is the exclusion of an OPEB 115 Trust UAL payment in the current year, which was included in the prior year. This change was approved by the Finance Committee. Other expenses are increasing in conjunction with the Property Tax Revenue increase.

In the Personnel area, there is a new allocation for a shared HR manager position with the Town of Tiburon, funded for half of the fiscal year. The Town has filled this position, but the Library as yet has not reached an M.O.U with the Town for cost-sharing. The Library will also retain Muchmore Consulting for technical HR purposes, and estimated costs for this service are included in the Administrative expenses Legal & Consulting line.

In the Circulation and Materials area, processing costs are up due to new vendor services. Trustee Richards asked whether the vendor processing has created efficiencies for staff. Director Duran said that the Cataloging area is now staffed at 1 FTE versus a previous 1.5 FTE as a result of using the vendor services. This also allows the Cataloger to take on other library duties. The average processing cost from the vendor is $4 per book.

In the Building area, water costs have increased. One of the goals of the sustainability certificate is zero cost utilities.

Trustee Richards asked whether the Salary Schedule includes the 3.5% proposed COLA increase. Director Duran affirmed, and added that considerations in the request for 3.5% include comparison to the April update of the CPIU for the San Francisco Bay Area, the State Budget, which incorporated a 3.8% estimate for inflation, and comparison with neighboring agencies, which are using 3-to-3.5% COLA and adding equity adjustments. Mid-Year adjustments are sometimes considered, especially in agencies with bargaining units. The Town of Tiburon is using 3.5% and the City of Belvedere is using 3% this year. Both often consider a mid-year adjustment. San Francisco and Marin County are using 3% COLA, but also adding 1-to-3% equity adjustments. Right now, the Library is falling behind compared to some local librarian positions. Director Duran suggests that the Compensation Committee initiate another compensation study using Muchmore Consulting.

Chair Hooker opened the floor to public comment. There was no public comment.

Motion to approve the Agency Budget for FY25-26 Made by Vice Chair Poplawski, seconded by Trustee Goldman.

Roll Call Vote:

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

Absent: Jeff Slavitz

Noes: None
All in Favor. Motion Passed.

10. Consideration Resolution No. 307-2025 Adopting the 2025/2026 Gann Appropriations Limit

Chair Hooker opened the floor to public comment. There was no public comment.

Motion to approve Resolution No. 307-2025 Adopting the 2025/2026 Gann Appropriations Limit 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: Jeff Slavitz

Noes: None
All in Favor. Motion Passed.

11. Consideration of Resolution No. 308-2025 Adopting the CFD 1995-1 2025/2026 Gann Appropriations Limit

Chair Hooker opened the floor to public comment. There was no public comment.

Motion to approve Resolution No. 308-2025 Adopting the CFD 1995-1 2025/2026 Gann Appropriations Limit 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: Jeff Slavitz

Noes: None
All in Favor. Motion Passed.

12. Meeting Dates

The next Regular Agency meeting is scheduled for August 18, 2025. Election of Officers will take place.

Chair Hooker adjourned the meeting at 8:01pm.

Respectfully Submitted,

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