REGULAR Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
August 18, 2025

AS APPROVED ON SEPTEMBER 15, 2025

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

Members Absent: Treasurer Jeff Slavitz, Pamela Goldman

Also Present: Staff: Crystal Duran, Kristin Johnson; Michelle Thomsen (BTLF), Kevin Burke (Belvedere Council Liaison)

CALL TO ORDER: Chair Hooker called the meeting to order at 6:17 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 much has been accomplished at the Library as illustrated in Director Duran's reports, and that staff and volunteers are continually improving the quantity and quality of events. Public turnout has been excellent at Art Gallery openings and talks, and the musical "Hootenanny" group has grown to over 50 people. The Library is in great shape thanks to Director Duran's supervision and to Library Staff and Volunteers working together.

Chair Hooker thanked the Trustees for their support and contribution to the events and improvements during the past year. He wished the new Chair good luck.

2. Library Director's Report

Director Duran highlighted some of the accomplishments in her report:

The In the Stacks newsletter will be mailed by the end of next week to 94920 and Strawberry households, featuring most of the planned programs for adults, children, and teens for the coming months.

Last Friday, nineteen of the Library Staff enjoyed team building while needed painting and maintenance was being done in the Library building. The Staff toured Angel Island, learning about this wonderful, local, educational community asset. Director Duran talked with Park Staff about possible programming collaborations, including California State Parks hosting an exhibit at the Library. Staff returned to the Library for an afternoon of reorganizing cabinets, clearing out recycling, and cleaning out closets and back hall spaces.

The Ark newspaper recently published an article regarding local districts' shortcomings related to several state ordinances which require particular website postings and features. Ark Staff reached out to Director Duran and she and Library Staff have since able to address some of the Library's issues, updating the Library website to include an enterprise systems catalog and updated links for visibility. A final requirement, ensuring that all agendas and board packets searchable, is in process.   It was helpful that Ark reached out so that Library Staff could address the requirements.

Chair Hooker asked about the Library's participation in developing community resilience centers. Director Duran said that she is working with local agencies including the Town of Tiburon to collaborate on emergency support for the local public. In an emergency, the Library would cease normal operations and become a gathering center for the availability of power, heat relief, and general refuge for Staff and the public. The Town and the Library Staff would be trained and organized to support the community. Director Duran added that the City of Belvedere is focusing on emergency preparedness with public workshops. The Library has also hosted former Trustee and Belvedere resident Dr. Thomas Cromwell for life-saving workshops.

Trustee Weil asked whether the Town of Tiburon would provide Staff to support emergency activities, since Library staff aren't scheduled 24-7, and most live out of the area. Director Duran said that the mobilization aspect has not yet been determined, but conversations with the Town and the Tiburon Fire Department are in progress.   One possibility would be for Fire & Safety personnel to run the Library building during an emergency.

3. Belvedere Tiburon Library Foundation Report

Foundation Secretary Michelle Thomsen reported that the Library's 30th Anniversary Celebration will be held on Friday, September 5th and Sunday September 7th. The Friday portion, from 5 to 7 pm, will feature an adult evening honoring donors and contributors to the Library over the years. Wine, appetizers, speakers, and art viewing will be featured, including historical posters from photo archives gathered by the Ark newspaper. The Foundation is seeking volunteers to assist with the event. The Sunday festivities will be a daytime event for all ages, featuring face painting, balloons, food, and crafts outdoors in Zelinsky park and Maker Space activities inside the Library. Foundation event planners are expecting a crowd of 300 for Friday night, having advertised in the Ark newspaper, on the Library website, and via sandwich boards, posters, and social media posts by Librarians Joey Della Santina and Ivan Silva. Director Duran said that the event has also been publicized through the School District and the City of Belvedere newsletter.

The purpose of the Celebration is to thank folks who have brought the Library to where it is today, to bring the community in to enjoy the Library, and to showcase what is available at the Library.   Vice Chair Poplawski suggested having pamphlets available at the event. Secretary Thomsen said that a sign-in table will be placed at the Friday night event, and a welcome table at the Sunday event will also feature prizes related to Library services, to help raise awareness.

Trustee Richards asked how Foundation Staff are reaching out to legacy contributors to the Library. Secretary Thomsen said that Foundation Executive Director Michelyn Good is reaching out via historical steering committee and other lists.

Secretary Thomsen said that the Foundation is also preparing to send out annual fund letters in October.

The Children's patio shade structure is still in process, with Design review approvals from the Town of Tiburon pending. Trustee Weill asked what the design review concerns might be. Director Duran said that sight lines might be a concern to some, and that story poles will be installed this week. Trustee Weil suggested that information about the story poles be published on the Library website before the poles are placed.

The Library Art Gallery is currently featuring an exhibit, "The Newest Americans," which has been up most of the summer. On September 18, a new show, "Interpretations, Form & Color Lines," will be installed, featuring abstract and non-representational pieces.   Chair Hooker said that he has been delighted with the Library Art Committee's work on these exhibits, and asked about feedback on the current exhibit.   Director Duran said that the exhibit has received good feedback. The exhibit also includes a QR code, which links to the citizenship test, so exhibit-goers can experience taking the test. The exhibit is managed and loaned out by a California-based organization.

4. Preliminary Financial Statements and Quarterly Treasurer's Report June 30, 2025

Clerk Johnson presented a preliminary Fiscal Year 2025 financial report, with the caveat that year-end accruals and the upcoming audit will impact the numbers. Additional income of about $145,000 and expenses of about $50,000 to $75,000 are estimated at this time.

Ending Cash is at $2.9 million, with $2.2 million or about 7 months of Operating costs available in the Operating Reserve. Reserves of about $190,000 were used for Capital Projects: Technology Equipment, Furniture & Fixtures (Project Refresh and Children's Patio), Building Repairs and Improvements (Water Tank, Roof Repair, Kitchen Cabinets), and Grounds Improvements (I'Lee Hooker Memorial Garden). Donor Capital Grants of $20,000 partially funded the projects.

Liabilities include about $104,000 in Accrued Compensated Absences, about $230,000 in CFD 1995-1 original Bond principal and interest, and Pension and OPEB Liabilities of about $2.2 million (as of the 6/30 2024 valuation). Pension and OPEB Liabilities may increase depending on actuarial updates and the discount rate.

To date, Net operating income is at about $263,000, and expected to be slightly higher.

Operating Revenue is currently at about $3.57 million (net of Bond Debt Service), or 104% of budget. Foundation Grants exceeded expectations at $211,000 (302% of budget) and contributed to the bottom line, thus to Reserves/Capital Projects.

Operating Expenses are currently at about $3.31 million, or 96% of budget, comprised of:

Personnel Expenses $2.21 million (67% of total operating expenses),

Circulation Materials and Data $304,000 (9% of total operating expenses),

Technology Services $106,000 (3% of total operating expenses),

Program Services and Supplies at $147,000 (4% of total operating expenses),

Building Expenses of $350,000 (11% of total operating expenses), and

Agency Administration Expenses of $192,000 (6% of total operating expenses).

Given the projected bottom line, Director Duran suggested that the Finance Committee review funding each January, projecting revenue and expenditures to determine at that time whether to spend more in light of excess revenue. Many agencies perform a mid-year review for this purpose.

5. Committee Reports

There were no Committee reports.

CONSENT CALENDAR

6/7/8. Approval of Agency Minutes, Warrants, and FY25-26 Schedule

Trustee Richards asked about payment to Anne Marie Bonneau. Director Duran explained that Bonneau is a chef who presented a Library program, and that the program was funded by a grant. Trustee Richards asked about legal expenditures and suggested a separate tracking of legal and consulting expenses by project. Trustee Weil was also interested in such tracking. Director Duran affirmed that all contracts over $30,000 are subject to Agency approval. Trustees were also interested in the possible costs of pending litigation.

Motion to approve the Minutes of June 16, 2025 and the Warrants for the Months of June and July, 2025 and the Regular Board Meeting Schedule for FY25-26 Made by Vice Chair Poplawski, seconded by Trustee Weil.

Ayes: all present in favor
Absent: Jeff Slavitz, Pamela Goldman
Noes: None
All in Favor. Motion Passed.

TRUSTEE CONSIDERATIONS:

9. Election of Officers for Fiscal Year 2026

Officers to be elected are Chair, Vice Chair and Treasurer. Membership in the Ad Hoc and Standing Committees can also be considered.

Chair Hooker opened the floor to Public comments. There were none.

AGENCY CHAIR

Chair Hooker called for nominations for Agency Chair.

Trustee Richards nominated Vice Chair Poplawski for Agency Chair. Chair Hooker seconded the nomination.

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

Absent: Jeff Slavitz, Pamela Goldman
Noes: None
All present in Favor. Motion Passed. Emily Poplawski is the new Agency Chair.

AGENCY VICE CHAIR

Chair Hooker called for nominations for Agency Vice Chair.

Trustee Weil nominated Trustee Sutton for Agency Vice Chair. Chair Poplawski seconded the nomination.

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

Absent: Jeff Slavitz, Pamela Goldman
Noes: None
All present in Favor. Motion Passed. Katherine Sutton is the new Agency Vice Chair.

TREASURER

Chair Hooker called for nominations for Agency Treasurer.

Trustee Weil nominated Treasurer Jeff Slavitz for Agency Treasurer. Chair Poplawski seconded the nomination.

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

Absent: Jeff Slavitz, Pamela Goldman

Noes: None
All present in Favor. Motion Passed. Jeff Slavitz retains the seat of Agency Treasurer.

AD HOC COMPENSATION COMMITTEE

Chair Hooker called for nominations for the Ad Hoc Compensation Committee.

Trustee Hooker nominated Vice Chair Sutton, Trustee Richards, and Trustee Weil for the Ad Hoc Compensation Committee. Chair Poplawski seconded the nomination.

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

Absent: Jeff Slavitz, Pamela Goldman
Noes: None
All present in Favor. Motion Passed. Compensation Committee consists of Vice Chair Sutton, Trustee Richards, and Trustee Weil.

STANDING FINANCE COMMITTEE

Due to the absence of Treasurer Slavitz and Trustee Goldman, nominations for the Standing Finance Committee were postponed.

10. Review of MARINet Consortium and benefits to member libraries.

Director Duran introduced Jessica Trenary, MARINet Director. Ms. Trenary is the new Director of MARINet, with 10 years on the consortium.

Ms. Trenary explained that the MARINet consortium includes 7 public and 2 academic Marin County Libraries, including 21 branch locations. The purpose of the consortium is for the various Marin libraries to collaborate in planning, funding, and executing library functions for enhanced community access.

Belvedere-Tiburon patrons represent 15% of the usage and visits at other Marin libraries.

The MARINet consortium provides its members with the Sierra platform, an ILS (integrated library system) which facilitates management of cataloging, circulation, acquisitions, and e-Resources. The platform manages patron data and annual circulation of about 2 million items. The MARINet contract with Sierra was recently renegotiated for the next 4 years, with savings of $100,000.

The consortium also provides CENIC, a shared internet for public libraries and schools. MARINet staff have recently completed the paperwork for this reduced E-Rate (federal program) eligibility. CENIC may be under threat due to reduced funding of higher education in California. However, with the possible loss to schools, there is bipartisan support for affordable internet for schools and libraries, due to the severe effect a loss of this would have on rural areas. Nevertheless, this is a worry in the current funding climate. E-Rate is currently safe due to a June, 2025 Supreme Court ruling as to its constitutionality. The current FCC chair might pose a risk to E-Rate, but the consortium staff are cautiously optimistic. Research in higher education is the item more at risk now.

Consortium sharing of Biblio Commons (front end interactive catalog and web services) and CTF (California Teleconnect Fund – telecommunication services) save over $600,000 across the consortium. MARINet Grant applications procured a $175,000 grant last year, which was used to replace the network core and complete associated trainings.

Trustee Hooker asked whether sources of materials are competitive. Ms. Trenary said that she recently did an RFP and switched with savings to a Biblio Commons apple/android application. The application is connected to Overdrive, which provides the Libby mobile application to patrons for borrowing e-books, and connects all updates to the MARINet catalog, so that new purchases show up immediately for checkout. This application can also translate information into different languages, and allows patrons access to millions of items. LINK+ makes service to all patron requests possible.

Trustee Richards asked how the Library's MARINet dues compare to the other eight members. Ms. Trenary said that the County Library pays 50%, while the Belvedere Tiburon Library pays 5%.

Trustee Richards asked why the Mill Valley Library is allocated a higher percentage of the dues than Belvedere Tiburon. Ms. Trenary said that the individual member library rate is calculated based on the numbers of patrons, items, and circulation. Mill Valley has 124,000 items, while Belvedere Tiburon has 54,000 items.

Cost-wise, for example, the Libby application allows patrons access to almost 6,000 magazines. Belvedere Tiburon pays $1,300 for Libby for about 15,000 patron checkouts. With the shared platform, there is no limit and no waiting on magazine checkouts. If Belvedere Tiburon subscribed individually, the cost would be $5,000. Belvedere Tiburon spends about $1 per checkout on the Overdrive shared resource.

With respect to digital collection depth, Belvedere Tiburon added 1,400 items in 2024, while the other member libraries added 25,000 items. Belvedere Tiburon patrons checked out 17,000 items.

Trustee Richards asked whether checkout policies applied equally to all member libraries with respect to managing the overall consortium collection. Ms. Trenary affirmed, and added that there is an agreement for the management of physical materials to keep the hold ratio at a certain level, and suggested that the member libraries could work better together going forward with the physical collections, especially for nonfiction. Currently they do work together more in the Overdrive digital resource. All member's library staff can access information on the other libraries' current orders and collection levels.

The MARINet consortium sponsors working groups among staff from the various member libraries. The working groups include focus on specific areas, including circulation, digital resources, and youth services. Current projects include developing the next generation of ILS and Discovery, expanding the Overdrive collections, decreasing hold times, and assuring that every Marin County student has a library card.

Trustee Hooker asked what the current trend in checkouts indicates. Ms. Trenary said that print checkouts are slowly declining, while digital checkouts are growing at a double-digit pace. Director Duran said that the Library's funding model is moving toward more digital purchases. While publishers currently determine prices and checkout limits on eBooks, there is a push for legislation which would control e-Book pricing. Constituent libraries could also pressure publishers to set better rates.

Trustee Richards asked how Belvedere Tiburon could prioritize its own patrons for high-hold titles. Ms. Trenary said that individual libraries could gain advantage in priority by having individual Advantage Overdrive accounts, but that this would cost more. Director Duran said that an Advantage account would definitely be a disadvantage for Belvedere Tiburon. Ms. Trenary said that she would create an analysis with recommendations on member libraries individual spending.

11. Consideration of Collection Development Policy

Director Duran said that libraries in California are now mandated per the Freedom to Read Act, AB1825, to update and approve collection development policies before January 2026. The Library's previous policy was reviewed in 2023. There are minor changes in the updated version, including four statements required by the legislation.

Trustee Hooker asked who has the authority to update the policy. Director Duran said that the policy is reviewed by librarians and the Director, and approved finally by the Agency. In the case of a complaint regarding collection materials, Director Duran would issue a response, and if the materials were formally challenged, the Director would bring the issue to the Agency.

Chair Poplawski asked whether the "Library of Things" (realia) are managed by the MARINet system. Director Duran affirmed.

Trustee Richards asked whether literary classics are prioritized in terms of maintaining the collection, and added that the quality of timelessness might be prioritized via the policy. Director Duran said that the change would be added to the policy as literary claim of significance (classic).

Chair Poplawski asked about the procedures for the Request for Reconsideration of Material Form. Director Duran said that a patron would complete the form, which would be reviewed by staff and the Director and a response given. If the response was challenged, the issue would be brought before the Agency. Use of this form is limited to 94920 cardholders, so those who aren't members of this community can't ask for books to be removed. Once a book is ruled on, it can't be reconsidered for 5 years.

Trustee Hooker asked if there have been any incidents of patrons destroying library materials. Director Duran said that is not known. The Library staff haven't received any negative feedback that she knows of for recent displays.

Motion to approve the Collection Development Policy with the addition of consideration of literary claim of significance made by Trustee Hooker, seconded by Trustee Weil.

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

Absent: Jeff Slavitz, Pamela Goldman
Noes: None

All present in Favor. Motion Passed.

12. Consideration of updated Employee Handbook

Director Duran said that last year the Employee Handbook was significantly updated and reviewed by counsel. At that time, counsel suggested that the handbook be reviewed for adoption annually in light of legislative changes and mandates. While there are no legislative changes this year, Director Duran has added strengthened and clarified language. The draft has been reviewed by counsel and by Muchmore HR consultants. New, clear language incorporates staff values in the Standards of Conduct area, clarifies training and professional development attendance requirements, and addresses discipline related to punctuality and attendance.

The draft will be updated for correct headers and numbering. Director Duran suggests that the Agency approve the content.

Trustee Richards asked about procedures for reviewing a new employee. Director Duran said that updates are in process for those procedures. Trustee Richards suggested that Director Duran formalize an outline of a 90-day review, so that new employees would have an idea of what to expect.

Trustee Richards asked about the Administrative Supervisor position. Director Duran explained that that is a placeholder for when the current Finance, HR, and Admin Manager retires and the position is revised. The Library will begin sharing an HR position with the Town of Tiburon to cover some of the current Manager's duties.

Chair Poplawski asked if the Handbook updates have been reviewed with staff, and if Director Duran is expecting feedback. Trustee Richards suggested highlighting the changes.

Trustee Richards asked about the Holiday benefits. Director Duran said that the Library has 10 official holidays, and the staff receive 4 additional floating holidays annually.

Trustee Weil asked about Staff Development and Mandatory Meetings sections of the Handbook, and suggested that Staff Development days should be included under Mandatory Meetings. Director Duran said that the attendance requirement would be reinforced under both headers.

Consideration of the Employee Handbook tabled until the next Agency meeting. Director Duran will revise the draft and share it with Library staff.

13. Consideration of Draft Trustee Onboarding Guide

Director Duran asked the Agency if it would be prudent to establish an Agency Ad Hoc Committee to develop the Trustee Onboarding Guide, as the process should informed by Trustees' understanding of their role.

Consideration of the Draft Trustee Onboarding Guide tabled pending establishment of and review by an Agency Ad Hoc Committee.

14. Meeting Dates

The next Regular Agency meeting will be September 15, 2025.

Chair Poplawski adjourned the meeting at 8:37 pm

Respectfully Submitted,

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