REGULAR Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
September 15, 2025

AS APPROVED ON OCTOBER 20, 2025

Roll Call, Present: Chair Emily Poplawski, Vice Chair Katherine Sutton, Treasurer Jeff Slavitz, Pamela Goldman, Kenneth Weil

Members Absent: Anthony Hooker, Roxanne Richards

Also Present: Staff: Crystal Duran, Kristin Johnson, BTLF: Lucy Churton, Councilmembers: Kevin Burke, Holly Thier

CALL TO ORDER: Chair Poplawski called the meeting to order at 6:17 pm

OPEN Forum:

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

STAFF BOARD AND COMMITTEE REPORTS

1. **Chair's Report**

Chair Poplawski reported that both of the Library's 30th Anniversary events were well attended. Friday night featured a photo montage of the Library's History, along with food, drink, and music. Sunday featured indoor and outdoor learning and fun activities for families, along with food trucks.

Chair Poplawski will offer informal "office hours" of 15 minutes, to receive community ideas and concerns.

2. **Library Director's Report**

Director Duran reported that Makerspace team will attend and host an activity exhibit at the upcoming Bay Area Maker Fair. Last year, the Berkeley Library attended and visited the Library's exhibit and didn't yet have a makerspace. Technology and Learning Initiatives Librarian Ivan Silva will lead this year's group, Library Assistant for Technology Birgitta Danielson and 2 other librarians. The event is open to public, and highlights the potential and possibilities for makerspace activities and learning. Library Staff will collaborate with Marin County Free Library and the Berkeley Library, sharing maker activities.

On Friday, October 17, the Library will host the inaugural meeting of Library Friends Group, a network of libraries. Each Library system will bring up to 5 guest attendees. The 3-to-4-hour meeting will include ideas for advocacy, story-telling, small group discussion, and best practices. Based on the feedback after this meeting, the group may convene annually. This is a professional opportunity to share mission and experience.

Library Staff will begin work in the near future to consolidate technical and processing systems. Staff are now using Microsoft Office and Google (and emails for both), Slack, several systems for processing, and multiple file storage methods. The project scope will encompass moving to one shared system and the enhancement of internal communications. The is part of the Library's Strategic Planning process. Director Duran will provide more information at the next Agency meeting.

3. **Belvedere Tiburon Library Foundation Report**
Director Duran thanked Foundation members for organizing and hosting the successful and well-attended Library 30th Anniversary events. She added that design review for the Children's patio shade structure is in process, and that an Art Reception will be held on Thursday, September 18th for the new show, "Interpretations: Color, Line, Form."

4. **Financial Statements for August, 2025**
Clerk Johnson noted that the Heading of the financial statements was incorrect. The financial statements are for July-August 2025, not June, 2025.

As expected with 2 months passed, or 17% of the year, very little revenue has been received, while expenses are at 25% of budget due to front-loading of the CalPERS Unfunded Pension payment (Line 7100), Digital Resources (Line 7606), MARINet subscription (line 7607), Staff Digital Subscriptions (Line 8020), Insurance (Lines 7130, 7140, 8410) and Audit and Legal and Consulting Costs (Lines 8835 and 8840).

Total Cash is at $2.4 million, or 67% of budgeted annual operating expenses. Operating Reserve is at $1.7 million, or 48% of budgeted annual operating expenses.

5. **Committee Reports**
The Finance Committee reviewed and discussed the staff project for consolidating technology.

CONSENT CALENDAR

6/7. Motion to approve the Minutes of August 18, 2025, and the Warrants for the Month August, 2025 made by Treasure Slavitz, seconded by Trustee Sutton.

Ayes: all present in favor
Absent: Anthony Hooker, Roxanne Richards
Noes: None
All in Favor. Motion Passed.

TRUSTEE CONSIDERATIONS:

8. Presentation of Mayor's Proclamation honoring 30th Anniversary

Tiburon Mayor Holli Their presented BTLA Chair Emily Poplawski with a proclamation from the Town of Tiburon honoring the Library's 30th anniversary celebration. She thanked the Agency for the celebration, and said that the Library is energizing the community as beacon for gathering with its programs, digital resources, and art shows.

Belvedere City Councilman and Library liaison Kevin Burke presented BTLA Chair Emily Poplawski with a proclamation from the City of Belvedere, and also lauded the Agency for the special role the Library is playing in the community.

9. Consideration of updated Employee Handbook

Director Duran said that a draft of the Handbook was presented and discussed at last month's Agency meeting. The Handbook is to be reviewed by the Agency annually. There has been no significant change in the Handbook since the August discussion. During that prior discussion, a staff meeting/training attendance requirement was moved to a different area of the handbook for clarity. If the Agency approves the Handbook, it will be distributed to all staff, and a signed acknowledgement from each staff will be filed.

Motion to approve Made by Trustee Weil, seconded by Treasurer Slavitz

Ayes: Chair Emily Poplawski, Vice Chair Katherine Sutton, Treasurer Jeff Slavitz, Pamela Goldman, Kenneth Weil

Absent: Anthony Hooker, Roxanne Richards
Noes: None
All present in Favor. Motion Passed.

10. Consideration of Ad Hoc Committee for Board Development and the Standing Finance Committee

Director Duran said that, at last month's Agency meeting, Trustees discussed both committees, and deferred approval to tonight's meeting.

Director Duran asked the Agency to consider appointing up to 3 members for the Ad Hoc Board Development Committee. The Committee would be charged with the development of a Trustee onboarding packet, with timeline of completion by July 2026, so that the packet would be available to new trustees at that time.

Director Duran also asked for 3 appointments to the Standing Finance Committee, which holds Public meetings quarterly (at a minimum) to review the draft audit, financials, financial policies & procedures, and an in-depth draft budget.

Chair Poplawski said that the previous discussion for the Ad Hoc Board Development Committee had favored Trustees Richards, Sutton and Weil. The Finance Committee previously included Treasurer Slavitz and Trustees Goldman and Weil. If Trustee Weil moves to the Ad Hoc Board Development Committee, then Chair Poplawski would join the Finance Committee. This would prepare the Chair Poplawski and Trustee Goldman to continue with the Finance Committee when Treasurer Slavitz terms off next year.

Motion to appoint Vice Chair Sutton, Trustee Richards, Trustee Weil to the Ad Hoc Board Development Committee and Chair Poplawski, Treasurer Slavitz, and Trustee Goldman to the Standing Finance Committee made by Vice Chair Sutton, seconded by Chair Poplawski.

Ayes: Chair Emily Poplawski, Vice Chair Katherine Sutton, Treasurer Jeff Slavitz, Pamela Goldman, Kenneth Weil

Absent: Anthony Hooker, Roxanne Richards

Noes: None
All present in Favor. Motion Passed.

11. Consideration of moving all funds from Mechanics Wealth Management to LAIF

Clerk Johnson explained that Mechanics Wealth Management has given the Agency notice that it will begin charging a $3,500 annual fee for management of the Agency's investments beginning October 1, 2025.

Chair Poplawski asked if there were any negative aspects in moving the funds to LAIF. Treasurer Slavitz said that LAIF is safe, and many government organizations keep their money there. Chair Poplawski asked if the transfer would affect future processes. Treasurer Slavitz said that the move would create greater ease of cash transfers in the future. Treasurer Slavitz noted the Finance Committee met to discuss the accounts and recommended the transfer.

Motion to approve moving all funds from Mechanics Wealth Management to LAIF
Made by Treasurer Slavitz, seconded by Trustee Goldman

Ayes: Chair Emily Poplawski, Vice Chair Katherine Sutton, Treasurer Jeff Slavitz, Pamela Goldman, Kenneth Weil

Absent: Anthony Hooker, Roxanne Richards

Noes: None
All present in Favor. Motion Passed.

12. First review of Workforce DEI Policy

Director Duran said that Library Staff are working toward the Sustainable Library Certification, which contains three main aspects: People, Place, and Funding. Equity is a part of the people component. This component includes staffing policies, such as benefits, to maintain a robust staff, and should include a policy that embeds equity into operations, such as a Diversity, Equity, Inclusion (DEI) policy. The draft policy presented tonight simply affirms everything that staff already do, procedure and policy-wise, as part of the Employee Handbook and Library Procedures. Last year, studies were completed on the Library's pay and benefits practices, including applying a consistent formula for job classifications, supporting accommodations, and equal opportunities for development and growth. Inclusion is one of the 5 staff led values which was determined in that process. The draft memorializes all the work that staff have been doing in the past 2 years.

Director Duran requests that Trustees review the draft and provide feedback for revision or adopt the policy tonight. Once the policy is adopted, it will be submitted for the Sustainable Library Certification.

Treasurer Slavitz asked what other libraries are doing. Director Duran said that some Libraries have ordinances, and some have policies. Marin County has a robust policy.

Trustee Weil asked about the last item, on page 12-2 regarding convening diverse interview panels. He said that he could see doing this in larger organizations with multiple branches, and that it is challenging enough to hire people without adding this requirement. He asked if this would be pertinent to the scope of this Library. Director Duran said that the use of panels in hiring has been the Library's practice since she has been on board, and staff have always invited at least one person from another library to sit on hiring panels. Library panels are limited to 3 people, with one panel member from outside the Library. Library Staff have also joined hiring panels for other libraries upon request. Panels are convened for hiring full-time positions. For part-time positions, the interview team consists of 2 Library Staff.

Chair Poplawski asked about the 3rd bullet point on page 12-1, supporting neurodiverse employees. Director Duran said that this relates to accommodations for members of the differently-abled community. She will clarify that in the policy.

Chair Poplawski asked about whether a process to log complaints is in place at the Library now. Director Duran said that this process is detailed in the Employee Handbook. Any challenges are raised to the employee's supervisor, Library Director, chair or Administrative Manager, or Board Chair. All complaints are investigated and mediated.

Chair Poplawski asked about process for administration of the policy. Director Duran said that the policy would be presented at an all staff meeting with discussion about how it should be actualized in practice. The policy is essentially already in practice, the documentation and approval will be a formalization of that practice.

Trustee Poplawski asked if the policy isn't already in place through the adoption of the Employee Handbook, or if it could be included as part of the Employee Handbook. Director Duran said that the Employee Handbook doesn't necessarily include every Library policy. Agencies do incorporate policies external to the Employee Handbooks. All Library policies are made accessible to staff on a shared drive.

The first review description per the agenda for tonight dictates that there can be no motion.

Consideration of DEI Policy will be scheduled for the next Agency meeting.

13. Meeting Dates

The Next Regular meeting is scheduled for October 20th

Chair Poplawski adjourned the meeting at 7:03 pm

Respectfully Submitted,

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