

**REGULAR Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
October 20, 2025**

AS APPROVED ON NOVEMBER 17, 2025

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

Members Absent: Chair Emily Poplawski, Anthony Hooker, Roxanne Richards

Also Present: Crystal Duran, Kristin Johnson, BTLF President Lucy Churton, City of Belvedere liaison Kevin Burke

CALL TO ORDER: Vice Chair Sutton called the meeting to order at 6:16 pm

OPEN Forum:

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

STAFF BOARD AND COMMITTEE REPORTS

1. Chair's Report

There was no report from the Chair.

2. Library Director's Report

Director Duran reported that Library Staff and patrons participated the Great Shakeout on October 16th. Everyone in the Library practiced the drop/cover/hold, then evacuated to the plaza for roll call. The exercise included 31 toddlers and their nannies/parents from Story Time, who all participated safely and smoothly.

The Library hosted the Friends and Foundation of the Marin County Libraries, in partnership with the San Anselmo and Marin County Libraries. There were 36 attendees, with good energy and momentum to continue collaborations. Aviva Boedecker and Ann Aylwin attended on behalf of the Belvedere Tiburon Library Foundation. Guest speaker Paul Signorelli inspired the group with story-telling, suggested elevator pitches, ways to inspire volunteers.

Assistant Director Joey Della Santina continues to work with Jean Fair and Jennifer Hull on Project Refresh, updating Library layouts and furnishings. They have scheduled moving the shelving in the Nave so that all shelves are parallel to each other and study tables are all situated at the west end of the Nave. The move will take place in December, during a slower time for patron activity. Some books may be temporarily relocated for patron access. Trustee Weil asked who would provide the labor for moving the shelves. Director Duran said that a subcontractor from the Library expansion will be hired, possibly along with A&P Moving to also move books.

Director Duran will be out on medical leave for the first three weeks of December.

Director Duran offered congratulations to Library Staff Adam Sasso and Tiffany Hass for their recent promotions. Adam is now Circulation Lead and Tiffany has moved from part-time to full-time in Circulation. Library staff are now recruiting a new Full-Time Children's Librarian, to replace vacancy due to a resignation. Director Duran is hoping that the new Librarian will be bilingual, able to bring added service to the many nannies and children who attend Children's Programs. It is standard practice in Libraries to offer a bilingual pay stipend. Director Duran will present a bilingual pay stipend resolution at an upcoming Agency meeting. Staff will also recruit an additional part-time position for the Children's Library.

A recent Children's Story Time incident with a nanny was posted by a mother on social media. The incident was related to a bad judgement call regarding the age of children allowed in the program. The issues were addressed with staff, and Director Duran had a good engagement with the mother of the child.

Librarians Ivan Silva, Birgitta Danielson, Katie Winters, Alyse Hebert, and Tiffany Hass hosted a Library booth at the recent Maker Space Fair in Vallejo, and made wonderful impressions and connections.

Director Duran and Librarian Katie Winters will present later this week at the California Library Association conference in Riverside.

Trustee Weil asked about the neurodivergent training for the Library Staff. Director Duran said that the Library staff will be working with staff of The Ranch regarding neurodivergent staff and patrons, learning how to work together and support individual needs with an inclusive experience. Director Duran has developed a proposal with Ranch Staff to share and to invite the School District and other Marin Libraries to participate. This is a great partnership opportunity to serve the community.

3. Belvedere Tiburon Library Foundation Report

Foundation Director Lucy Churton reported that her term as Foundation President will end in December. She and Foundation members are developing a protocol for succession. Brenda Bottom will take over the Presidency on January 1. In turn, the Library Art Committee will be headed by Diane Green.

The Foundation has grown its board to 15 members, with 5 new members.

The Annual Fund letter will be distributed soon.

The Town of Tiburon approved the Children's Patio Shade Structure Plans, and Foundation Members are now working with a structural engineer for final plans and approval.

The current Library Art Exhibit, Interpretations: Color, Line, Form, will be up through November 15th. This coming Thursday's Art Talk Program about non-representational art is fully booked for attendees. Three local artists will talk about their work.

On November 20th, a reception will be held for the new exhibit, Pairings and Echoes, which will be up through January 7th. An Art Talk is scheduled for December 4th. Trustee Katie Sutton has been very involved in this exhibit, which will feature works inspired by other influential pieces.

The Foundation will launch an effort to increase engagement with local businesses. DeAnn Biss, former Tiburon Chamber Executive Director, will assist the Foundation's marketing team with publicity.

4. Quarterly Treasurer's Report for September, 2025

Clerk Johnson reported that Operations have used about \$1.1 million since July 1, with cash at just over \$2 million and Operating Reserves at \$1.5 million.

Many of the Library's largest expenses, such as CalPERS UAL Pension annual payment, Digital Subscriptions, Property and Liability Insurance are paid in the first quarter of the year. Cash is drawn down from the time of Property Tax Receipts in April until the next Property Tax Receipts arrive in December-January.

With 25% of the budget year passed, Revenues are at 5% of budget, Expenditures at 32% of budget, normal for this time of year and exactly comparable to the prior year. Capital Expenditures for Project Refresh are \$3,000 year-to-date.

Long-Term Liabilities include \$80,000 in Compensated absences, \$116,600 in CFD-1995-1 Original Bonds, and \$2.1 million in Pension and OPEB Liabilities. Pension and OPEB Liabilities were last determined at June 30, 2024 and June 30, 2022, respectively. A 1% decrease in the discount rate could increase the Pension and OPEB Liabilities by \$1.1 million, whereas a 1% increase in the discount rate would effect a \$.9 million reduction.

Trustee Weil asked about Compensated Absences, and average use versus accrual of expenses. Clerk Johnson said that the balance has recently been reduced by Vacation Buyback in the spring, in which 4 employees participated. Most staff use vacation at slightly less than the accrual rate. Accrual balances are capped at twice the annual accrual rate, and accruals cease for employees who have reached these balances.

Treasurer Slavitz expressed appreciation for the \$150,000 grant from the Foundation early in the year.

5. Committee Reports

There were no committee reports.

CONSENT CALENDAR

6/7. Motion to approve the Minutes of September 15, 2025, and the Warrants for the Month September, 2025, made by Treasurer Slavitz, seconded by Trustee Weil.

Ayes: all present in favor

Absent: Chair Emily Poplawski, Anthony Hooker, Roxanne Richards

Noes: None

All present in Favor. Motion Passed.

TRUSTEE CONSIDERATIONS:

8. Consideration of Workforce DEI Policy

Director Duran said that a draft of this policy was discussed with slight revisions requested at the prior Agency meeting. The Policy is presented tonight as an action item. Legal Counsel has reviewed the policy with the minor changes. The Policy will memorialize practices already current in Library operations. It will be prudent to have the Policy in place for continuity of service and inclusion of staff values.

Vice Chair Sutton opened the floor to public comments. There were none.

Motion to approve the Workforce DEI Policy made by Trustee Weil, seconded by Trustee Goldman

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

Absent: Chair Emily Poplawski, Anthony Hooker, Roxanne Richards

Noes: None

All present in Favor. Motion Passed.

9. Consideration of Resolution No. 309-2025 on Library Resilience

Director Duran said that this is a new area, that sustainability and resilience have been a subject the Library staff efforts of last few years within the California State Sustainability Grant requirements. The Staff have been working on Library infrastructure for heat and other weather events. An adoption of the Resolution is a reaffirmation of the Library's commitment to being a resilience resource in the community. The commitment includes training staff, partnering with other agencies, maintaining community access to electricity, WIFI, and critical infrastructure needs. Such a resolution is required for the Library's Sustainability Certification under the grant. This is not a formal agreement, just a good faith statement. Trustee Goldman asked whether the BayREN study had outcome recommendations. Director Duran said that the recommendations will be available soon for the Library and the Town

Hall. The Town of Tiburon will financially support some of the efforts. Trustee Goldman suggested that the Foundation include this in their fundraising efforts.

Vice Chair Sutton opened the floor for public comments. There were none.

Motion to approve Resolution No. 309-2025 on Library Resilience Made by, Trustee Goldman, seconded by Treasurer Slavitz

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

Absent: Chair Emily Poplawski, Anthony Hooker, Roxanne Richards

Noes: None

All present in Favor. Motion Passed.

10. Consideration of Resolution No. 310-2025 allocating Reserve Funds for Technology Upgrade

Director Duran said that staff and Library patrons have been riding on older technology hardware at the Library for the last few years. Some of the Library's laptops can no longer be updated, which creates a security issue. Part of the Sustainability Certification includes determining the Library's best way to utilize technology. Since laptops use less energy than desktops, the Staff plan to update workstations with docked laptop rather than desktops. This will not change user interface, and will have the advantage of portability for both the public and staff. Director Duran said that she is asking the Agency to allocate reserve funds to upgrade the aging technology. This way, all stations could be replaced at once, and this would smooth out a future maintenance schedule. Marin IT has provided a quote \$51,000 to \$54,000 to source and install, including labor.

Treasurer Slavitz asked how many laptops would be purchased. Director Duran said that there are 12 staff devices and about 10 public work stations, at an approximate cost of \$1,200 to \$1,300 per device. Trustee Goldman asked about security, given the portability. Director Duran said that docked stations can be locked and placed under table surfaces.

Treasurer Slavitz asked how many MAC's are in use and would be replaced. Director Duran said that 3 were now in service, 1 public, and the Staff is planning on standardizing to pc laptops for maintenance and support purposes.

Trustee Weil asked for multiple bids. Director Duran said that she would solicit 2 additional bids. She asked if the Agency would approve the \$54,000 as the highest amount.

Vice Chair Sutton opened the floor for public comments. There were none.

Motion to approve Resolution No. 310-2025 allocating Reserve Funds for Technology Upgrade made by Treasurer Slavitz, seconded by Trustee Goldman

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

Absent: Chair Emily Poplawski, Anthony Hooker, Roxanne Richards

Noes: None
All present in Favor. Motion Passed.

11. Meeting Dates

The Next Regular meeting is scheduled for November 17th.

Vice Chair Sutton adjourned the meeting at 7:01 pm

Respectfully Submitted,

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