REGULAR Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
November 17, 2025

AS APPROVED ON JANUARY 26, 2026

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

Members Absent: None

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

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**
   There was no Chair's Report.

2. **Library Director's Report**
   Director Duran reported that the Fall Artisan Fair was held on November 7th and 8th, with 14 local vendors hosting booths. The event was inspired by a community member and actualized with help and support from volunteers and Foundation Members. Attendance was high on Saturday, a little lower on Sunday. Staff will possibly continue the event in the future, and will consider moving the event to downtown Tiburon.

   A Volunteer Appreciation party will be held on Friday, December 12 from 2 to 4pm in the Founders Room featuring live music and light refreshments. Trustee Richards asked which volunteers would be invited. Director Duran said that the group will include Corner Books and Art Committee Volunteers this year. The Library's active Teen Volunteers would likely not be interested in this particular event, and the Sustainability Project Volunteers had a small group celebration recently. Foundation Director Lucy Churton added that, since the Volunteer Initiative is in its beginnings, with volunteer job descriptions just drafted, a solid system for tracking and engaging Volunteers is needed before drawing in a larger Volunteer force, all of whom would be included in future appreciation events.

   Library Staff have closed the recruitment for a Children's Librarian. There are 33 applicants, some with bilingual skills. The first round of interviews will be scheduled for early to mid-December. Chair Slavitz asked whether the number of Children's Librarian applicants indicates that the Library holds a competitive salary standing locally. Director Duran affirmed and added that the Staff are using the services of the Muchmore human resources firm for this recruitment. The firm's expertise and outreach matrix enable an outreach to a large field of applicants, including fresh graduates. Although the Library's benefits and salaries are currently competitive, a review will be needed for the current and coming fiscal years, as Marin County and San Rafael are making salary upgrade adjustments at this time.

Assistant Library Director Joey Della Santina will be out for baby bonding in mid-January, for one month, and follow with a period of part-time work. In California, 12 weeks of protected leave are available for baby bonding. Assistant Director Della Santina will supervise the moving of the shelves in the nave in December before going on leave. Books will be packed up on December 15th, then shelves will be moved and books replaced. The project should be completed by early January. Trustee Richards asked whether shelving space will be lost with the changes. Director Duran affirmed that a small measure of linear feet would be lost as the bottom shelves will no longer be used. The difference in space will probably not be noticeable to patrons.

Trustee Weil asked if the Staff could recruit the volunteers who helped dismantle the Artisan Fair stations. Director Duran said that this was a local boys high school group, that there is also a girl's group in town, and that she is also considering a teen technology initiative to engage more teen volunteers.

Librarian Katie Winters and Director Duran hosted a session on the Library's Sustainability Project at the recent California Library Association conference. The talk drew 27 attendees who asked good questions and engaged in a discussion on Co-Design and The Library of Things.

Director Duran will soon be terming off of her co-chair position with the California State Library Board. She has recently been appointed to the California ICMA Budget Committee. ICMA is a leading association for City and County Managers. In January, her appointment to the First 5 Main Commission is being considered by the Marin County Supervisors. The Commission addresses early literacy and services for children ages 0-5. This is a good opportunity to develop connections with directors of other organizations to foster a common voice for early literacy.

Trustee Hooker asked what AI-related discussions the Library management community is currently engaging in. Director Duran said that the discussion in Libraries is a little behind the curve, and that Library leaders have been arguing at state level for prioritization of this discussion. The City of San Jose just developed an early model for partnering with private industry AI to help train the City and Library workforce. Director Duran is on the CENIC Board, which manages the shared library network in California. The Board is starting to explore how CENIC can support libraries' move into AI. Director Duran will be drafting an AI policy for Agency review in the near future.

3. Belvedere Tiburon Library Foundation Report

Foundation Director Lucy Churton reported that a new art show is in place as of today: Art: Pairings and Echoes. Trustee Sutton, along with Art Committee Chair Diane Green, has been instrumental in soliciting and organizing this show. The show features the works of artists who created a new inspired piece inspired based on an influence image. The new creations are juxtaposed with the influence images for the show. The Opening for Art: Pairings and Echoes will be held this Thursday from 6-to-8pm. The show will be in place until January 7. The next show will feature abstracts of nature.

The Annual Fund drive is in full swing since early October, and donations are arriving.

The Children's Patio Shade Structure permit issuance is pending immediately by the Town of Tiburon - it was approved on Friday. Hopefully the Structure will be installed before the rainy season.

The Foundation has established an Annual Report Committee of 5, including Assistant Director Joey Della Santina. The Foundation last issued a formal report in 2017. Foundation members are currently soliciting pricing for a stand-alone report, and are also considering imbedding the report within the Library's January newsletter, depending on cost. The report will illuminate the sources and uses of funds and recognize and thank donors. An e-version of the report will also be distributed to the community.

Director Duran and Chair Churton are also looking to inspire a group of new volunteers who would like to plan and implement the annual Teddy Bear Tea. The current group of volunteers has managed the Teddy Bear Tea for the last four years. Many members of the original supporting Bookmarks group have moved on, as their children grew older. One idea for new Teddy Bear Tea volunteers would be recruiting local grandparents of young children.

4. Financial Statements October, 2025

Clerk Johnson reported that, with 33% of the budget year passed, Revenues are at 5% of budget, and Expenditures area at 38% of budget, both normal for this time of year.

Personnel Expenditures are at 35% of budget, Circulation Materials and Data at 56% (due to early payment of subscriptions), Technology Services at 30%, Program Services and Supplies at 33%, Building Expenses at 57% (due to early insurance payment), and Agency Administration at 38%.

Large payments made early in the year include CalPERS UAL payment of $134,000, MARINet subscription of $119,000, Digital collection and support subscriptions of about $45,000, and Property and Liability Insurance of $127,000.

About $9,000 has been spent on infrastructure repairs and special Library cleanings to date. Capital purchases of about $5,000 have been made.

Total Cash is at $1.8 million, with $1.25 million, or 35% of Operating Budget, in Operating Reserves.

Upcoming capital expenditures include the completion of the Children's Patio Shade Structure and the purchase of new laptops for all Staff and patron workstations.

The new EV charging station is not yet active, and some repairs related to connection point are needed on one of the other stations.

5. Committee Reports

There were no committee reports.

The Finance Committee will meet in January to review an Audit Draft and a Purchasing Policy.

The Ad Hoc Board Development Committee will meet in Spring.

A joint meeting with the Foundation is also planned for Spring.

In January, the BAYREN (Bay Area Regional Energy Network) study information on the Library Sustainability infrastructure project will be available, including projected costs to be covered via fundraising campaign.

CONSENT CALENDAR

6/7. Motion to approve the Minutes of October 20, 2025, and the Warrants for the Month October, 2025, made by Treasurer Slavitz, seconded by Trustee Hooker.

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

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

TRUSTEE CONSIDERATIONS:

8. Consideration of Temporary Assignment and Out-of-Class Compensation Policy

Director Duran said that this is a new policy, needed to cover situations when supervisory staff take medical leave, creating a temporary vacancy which requires the re-assignment of direct reports to another supervisor. This policy will also cover situations when staff take on extra duties and/or duties that are in a higher classification. This policy will provide temporary compensation, not subject to CalPERS (therefore not increasing pension liabilities), for these temporary assignments. Several of these assignments have occurred recently, and the policy provides fair compensation for these short-term special assignments. Any assignment over 90 days would be reviewed.

The policy has been reviewed by Deborah Muchmore, the Library's HR consultant.

The policy defines 2 types of pay and pay structure for the duration of the assignment, either a 5% increase to base or placement at next step; only one pay structure may be awarded for each special assignment. Assignments would include a written agreement with duties described and approved by the Director.

Trustee Richards asked what the cost of this policy would be, based on the special assignment record of the last few years. Director Duran said that she did not expect a material increase in cost, since most of the special assignments relate to a vacancy rather than a leave of absence. In the case of vacancy, the additional pay for a special assignee would not reach the salary level of the temporarily vacant position. Temporary Special Assignments for leaves of absence would increase costs but are not that frequent, and the temporary increase would be short term.

Trustee Richards asked whether such a policy would create a culture of no give and take and/or become a bargaining chip where staff would always want more pay for extra work. Director Duran said that, when a staff member receives a special temporary assignment, they are already performing the full duties of their current position. The determination for special pay will be up to the Director in these cases.

Trustee Hooker asked whether the entire staff would be eligible for temporary additional pay under this policy. Director Duran said that the assignment would depend on the situation at the Director's discretion, considering only employees in good standing who could take on the extra tasks. The policy is important, since the Library does not provide for overtime, bonuses, or development support when extra tasks are taken on by staff.

Trustee Weil asked why step progression could not replace a temporary increase. Director Duran said that most tenured employees who would be more likely to take a special assignment are Y-rated (frozen) currently, so there is no possible step-progression for them.

Trustee Richards advised applying the policy with caution. Director Duran said that the purpose of the policy is to create a solid framework for application.

Director Duran will follow up with annual report on the program and how it was used during the year every November along with the state requirement to report vacancies annually.

Chair Poplawski said that while the program would not be costly, it may have a cultural impact, and that absences can be a good thing, requiring greater efficiency on the part of other employees. She advocated the idea of splitting up the work between more people, avoiding an increase, i.e., require more efficiency.

Chair Poplawski opened the floor for public comments. There were none.

Motion to approve Temporary Assignment and Out-of-Class Compensation Policy with an added clause for annual review and update made by Trustee Richards, seconded by Vice Chair Sutton.

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

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

9. Consideration of entering into a Memorandum of Understanding with Reed Union School District for the Student Success Card Program

Director Duran said that she is working with the Coordinator of Educational services from the Reed School District to assign library cards to all students TK-8 in the District. Families have the option to decline and/or opt in at any time.

After the initial outreach (which is a larger project, reaching out to all students), the program will target only new students going forward. The project is related to state legislation requiring that libraries form partnerships with schools to offer cards to all students by 2026. In addition, it will provide good will and equity in the community, making resources and support available to all students.

There are approximately 1,100 students to offer the cards to for the first year, then about 100 new students per year going forward. The project will also offer cards to School District Staff to make more resources available for teaching.

Director would like to have an MOU draft ready for presentation at the meeting of the Reed School District Board in December.

Implementation of the Program would be scheduled for Spring 2026, gathering student data, allowing for opt-outs, and distributing cards.

Foundation President Churton asked if the Foundation could provide a welcome kit. Director Duran affirmed.

Trustee Hooker asked if Library cards were available for a digital wallet. Director Duran said that the MARINet consortium is working on that capacity.

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

Chair Poplawski referred to 2 approvals requested on Page 9-1 of the packet by Director Duran, and called for a motion approving both items:

1. Approve the draft Memorandum of Understanding in concept, acknowledging that minor, non-substantive edits may be made through the remainder of the legal review process.
2. Authorize the Library Director to execute the final MOU on behalf of the Belvedere Tiburon Library Agency once both Parties have completed their respective legal reviews.

Motion to approve items 1 and 2 above and to approve entering into a Memorandum of Understanding with Reed Union School District for the Student Success Card Program made by Chair Poplawski, seconded by Treasurer Slavitz.

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

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

10. Discussion of the FY24-25 Year-End Report to the California State Library

Director Duran reported on Library statistics comparing 2023-2024 to 2024-2025.

There was a 75% increase in e-usage, and a 31% increase in total checkouts. Both the physical and digital collections increased in the number of items offered, by about 4%.

The Library had 7,301 Cardholders as June 30, 2025, an increase of 3% from the prior year.

Program Offerings and Attendance also increased. Total programs offered increased from 786 in Fiscal 2024 to 1,146 in Fiscal 2025 (a 45% increase), with program attendance increasing from 14,166 in 2024 to 20,487 in 2025 (a 45% increase). Director Duran said that program curation has been responsive to local patron requests, and organized to avoid duplication.

Overall, patrons are using the Library more for checkouts, programs, meeting rooms, art gallery events and viewing, and makerspace activities.

Foundation Director Churton asked how this information could be shared with the community. Director Duran said that the data could be shared on the Library website, possibly along with a Library Annual Report. Trustee Richards suggested tying the Foundation and Library Annual Reports together.

11. Meeting Dates

The Next Regular meeting is scheduled for January 26, 2026. There will be no meeting in December unless it is deemed necessary.

Chair Poplawski adjourned the meeting at 7:33 pm.

Respectfully Submitted,

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