REGULAR Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
February 23, 2026

AS APPROVED ON MARCH 16, 2026

Roll Call, Present: Chair Emily Poplawski, Treasurer Jeff Slavitz, Pamela Goldman, Anthony Hooker, Kenneth Weil

Members Absent: Roxanne Richards, Vice Chair Katherine Sutton

Also Present: Crystal Duran, Kristin Johnson, Lauren Cromwell BTLF Liaison

CALL TO ORDER: **Chair Poplawski called the meeting to order at 6:19 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 Library will be hosting a mobile Blood Drive on March 27 with a target of 32 appointments. Scheduling for blood donor appointments will be available on the Library's online calendar.

   Staff are adding backpacks with toys to the Library of Things. The backpacks will include tools to foster early learning and motor skills. Bilingual instructional information will be included. The learning tools will be selected for sustainability, green manufacturing, and high quality.

   The BayREN report on creating resiliency at the Town and Library is not yet complete. Ideas include a plan to expand the parking lot so that a carport cover with solar panels can be added, in addition to solar on panels Library building, plus battery backup for both the Town of Tiburon and the Library. The battery backup will allow power for the Library to support computer use, and run the HVAC for 48 hours in the event of an emergency. Staff will plan a joint study session with the Town of Tiburon Council to work through a cost-sharing model. The parking lot parcel belongs to the Town, while the Library building and grounds area belongs to Library.

   The estimated cost for the carport and solar is $1,450,000. The battery backup would cost an additional $1,000,000. The Town of Tiburon will cover the parking lot as part of the Town's capital project budget for the coming fiscal year.

Trustee Hooker asked what the level of cost-sharing would be, and how the Library would source its share of the funding. Foundation fundraising is one possibility. Director Duran said that the hope would be for the City of Belvedere to participate in the cost-sharing, also.

Trustee Hooker asked how the decision would be weighted in terms of finances versus Public Relations and stewardship of the community. Treasurer Slavitz said that the Agency had previously reviewed proposals for solar and battery backup in recent years. Director Duran said that information had been shared with BayREN. The previous cost estimates were much lower than today's costs, with no carport cost option provided. Solar is the least expensive; the carport build, the parking lot extension, and the battery backup comprise most of the current estimated costs. The Town of Tiburon recently received a grant to install a battery backup at the police station, so there may be opportunities for additional grants.

Treasurer Slavitz said the Library currently does not have the reserves to pay for this project. Director Duran said that, with the fall 2026 payoff of the original CFD-1995-1 Bonds, the Library will have additional funds of approximately $125,000 annually that could be used for the project. The total cost estimates included the Town of Tiburon replacing its current solar and sharing the battery, so the Library's cost may be manageable. The Town of Tiburon would also be the facilities manager for the new infrastructure. The parking lot expansion would also allow for a total of 20 EV charging stations, adding revenue to the Library's current 3 stations.

Trustee Weil said that increased parking space should be a priority, given that the lot has been full for many recent popular programs at the Library. The Library sponsored outdoor SF Shakespeare performance coming up in April is one example of programs with a big draw.

Trustee Weil asked about the Ad Hoc committees on Board Development and Compensation, in light of finances and the decision-making process. Director Duran said that there are no current tasks for Compensation Committee, but there will be some important tasks for the Board Development Committee. Updates to the Brown Act include a requirement for a new Resolution regarding teleconferencing options and provision of the full Brown Act text to all Trustees, in addition to ethics and financial training requirements. These items will be discussed at the March Agency meeting.

3. Belvedere Tiburon Library Foundation Report

Foundation Director Lauren Cromwell reported that invitations are out and ticket sales underway for the March 21st annual Teddy Bear Tea.

The Annual Fund campaign is in process, with $120,000 raised to date.

The Foundation has received 2 bids for the Children's patio shade installation. The projected total cost of the project has increased to between $40,000 to $60,000 due to unanticipated engineering required for the installation of supportive poles and roof connections. Chair Poplawski asked if there is currently an opportunity to redesign the project to curtail costs. Director Duran said that the Foundation was concerned with minimizing costs during the entire course of the project and is anxious to complete it at this time.

Corner Books is enjoying an abundant coterie of volunteers.

The Gallery Abstract show will be taken down on March 11. The next exhibit, Art and Mass Culture: Commerce Meets Creativity, will open on March 19.

4. Financial Statements January 31, 2026

Clerk Johnson reported that, with 58% of the Budget Year passed, Revenues are at 56% of Budget and Expenditures are at 62% of Budget overall. Personnel costs are at 56%, Circulation and Materials data 73% (front-loaded subscriptions), Technology Services 53%, Programs at 63%, Building at 73% (front-loaded insurance), and Agency Administration at 139% (memberships and dues increase and legal costs).

Cash is at almost $3,000,000, with Operating Reserve at $2,200,000 or 61% of Annual Operating Budget. Cash and reserves increase with receipt of taxes in December and April. The low point this fiscal year in November/December 2025 saw Total Cash at $1,600,000 and Operating Reserve at $1,00,000 or 29% of Annual Operating Budget.

Treasurer Slavitz commented on the success of the Makerspace and the possible need to increase its capacity for the future. Director Duran agreed that the Makerspace will likely need to be expanded in the next 5-to-7 years.

Chair Poplawski expressed concern about the financial tradeoff between the Bay REN report and Community Resiliency plan versus Library Service improvements such as the Makerspace. Treasurer Slavitz suggested that the Foundation might be able to fundraise for the Makerspace. Director Duran agreed, as all ages in the community are using and appreciating the Makerspace.

Treasurer Slavitz asked about the timing of the Library moving its Operating Account back to Wells Fargo. Director Duran said that the Library would initiate the change after the Foundation has finalized its move.

Chair Poplawski asked about the fundraising level and campaign timing of the Foundation's Annual Appeal. Director Duran said that the Annual Appeal runs October through June. Foundation President Brenda Bottum is currently interested in bringing Foundation grants back to the pre-Pandemic and pre-Expansion level of about $200,000 per year and is planning major donor events for fiscal 2027. Chair Poplawski said that planned community-oriented projects would appeal to donors.

5. Committee Reports

The Finance Committee met on February 6 and reviewed the Purchasing Policy in Item 10, and recommending that the Policy be brought to the Agency for review and adoption (see item 10).

CONSENT CALENDAR

6/7/8. Motion to approve the Minutes of January 26, 2026, the Special Minutes of February 10, 2026, and the Warrants for the Month of January, 2026, made by Trustee Hooker seconded by Treasurer Slavitz

Ayes: All present in favor

Absent: Vice Chair Katherine Sutton, Roxanne Richards
Noes: None
All in Favor. Motion Passed.

TRUSTEE CONSIDERATIONS:

9. Final Review and Approval/Acceptance of Audit

Motion to approve/accept the BTLA Audit Draft for the Fiscal Year Ended June 30,2025, made by Treasurer Slavitz, seconded by Trustee Weil.

ROLL CALL VOTE

Ayes: Chair Emily Poplawski, Treasurer Jeff Slavitz, Pamela Goldman, Anthony Hooker, Kenneth Weil

Absent: Vice Chair Katherine Sutton, Roxanne Richards
Noes: None
All present in Favor. Motion Passed.

10. Consideration of Library Purchase and Procurement Policy

Director Duran said that the draft policy is intended to clarify purchasing and contracting activities in terms of governance/oversight, procurement thresholds, roles and responsibilities, and sustainability considerations. The policy solidifies practices already in place at the Library. The Finance Committee has reviewed the policy and recommended that it be presented to the full Agency Board for discussion.

Treasurer Slavitz said that the Finance Committee review of the Policy included an extended discussion about the purchasing limits, and concluded that some purchases under the Director's threshold might still need to be formalized by presentation to the Agency Board. Director Duran said that the extension of her authority from the traditional $30,000 to $60,000 would be for emergency situations only. Otherwise, any purchase or contract over $30,000 would be approved by the Agency Board.

Chair Poplawski asked for purchase examples for each of the expenditure levels: Director Duran said that, for example a non-budgeted water heater replacement through a regular vendor which was under $10,000 was independently executed by her this year. Below the line Building Reserve funds were used for this purchase.

For the Workstation replacement project, originally estimated at $10,000-to-$30,000, three quotes were solicited, and the Agency approved the project, for which the final project with a regular vendor came in at below the $30,000 Agency-approved budget. In the over $30,000 category, a budget increase for the recent Strategic Planning consulting contract was brought to and approved by the board.

Within Agency-approved budgeted items, the Director has discretion within the budget. If a budget item will be exceeded by a purchase, the Director will bring the purchase/budget excess to the Agency Board for approval and authorization.

Trustee Weil said that the authority ranges should be more formal (such as with sources of funds distinguished between public and private donation money) and should require more quotes for all categories, with documentation. This would provide more assurance for protection of public money. All categories should have three quotes as a minimum. He would also prefer that the middle category be changed to $10,000-to-$20,000, with purchases over $20,000 requiring Agency Board approval. Director Duran asked what would be done in the case of projects requiring specialty services, where fewer than three vendors might be available for the service. Trustee Weil suggested clear documentation in these cases, i.e., bring the one or two vendor bids back to the Agency Board.

Chair Poplawski added that the term "where practicable" gives flexibility, but might need clarification in terms of responsibility to the taxpayers. She asked how often contracts and purchases over $30,000 are encountered in the Library's course of business. Director Duran said that she brought two consulting contracts before the Agency for approval over the last 4 years. Items recently approved by the Agency include the aforementioned Strategic Planning Contract and Project Refresh for the Nave rearrangement and Furniture.

Trustees agreed that when 3 bids are not available, the procedure should be more clearly delineated in the policy.

It was also agreed that voting on the Policy will be tabled until the March meeting. The following edits should be made before the next consideration: (1) more clear delineation of circumstances and procedures for emergency spending over the Director's limit, (2) middle category of approval changed to $10,000-to-$20,000, (3) clear delineation of procedure when 3 bids are not practicable, (4) Items creating a 10% or greater excess spending over budget should require Agency Board approval.

Trustee Weil said that there should also be a clause related to legal, audit, or and contracts such as consulting, building, cleaning, and landscaping, in terms of duration limits as triggers for a new cycle of the bidding process. Director Duran will add language stating a requirement for a 2-3-year review for standing contracts.

For preferred vendors who have been reliable over the years, a change need not be required, as long as sufficient oversight, review, and documentation are maintained.

Treasurer Slavitz brought up the issue of creating excess policy detail versus Agency reliance on the Director position. Trustee Weil countered that documentation and procedure providing accountability and transparency to the taxpayers is necessary.

Director Duran and Trustee Weil will meet to update policy for later review and approval.

11. Meeting Dates

The Next Regular meeting is scheduled for Monday, March 16, 2026.

It is possible that the September 2026 meeting should be rescheduled due to Yom Kippur.

CLOSED SESSION: Public Employee Performance Evaluation Pursuant to Government Code Section 54957

PUBLIC COMMENT ON CLOSED SESSION

Chair Poplawski called for Public Comment on the Closed Session. There was none.

ADJOURNMENT TO CLOSED SESSION

Chair Poplawski adjourned the meeting for CLOSED SESSION at 7:50 pm.

CLOSED SESSION

RETURN FROM CLOSED SESSION

The BTLA returned from closed session at 8:50 pm and announced the following action:

Motion to Designate the Compensation Committee to review and discuss Director salary and benefits, and consider an employment contract made by Treasurer Slavitz, seconded by Chair Poplawski.

Ayes: All present in favor.

Absent: Vice Chair Katherine Sutton, Roxanne Richards
Noes: None
All present in Favor. Motion Passed.

Chair Poplawski adjourned the meeting at 8:50 pm

Respectfully Submitted,

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