REGULAR Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
March 16, 2026

AS APPROVED ON APRIL 20, 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, Brenda Bottum-BTLF President, Kristin Johnson

CALL TO ORDER: **Chair Poplawski called the meeting to order at 6:21pm**

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. Chair Poplawski asked for Trustees to submit topics and questions for future Chair's reports.

2. **Library Director's Report**
   Director Duran reported that the Library will join in on the One Book, One Coast regional reading initiative. The annual One Book event has been expanded this year to include California, Oregon, and Washington. The Los Angeles Public Library is coordinating the event, and will feature an author talk on this years' book <u>They Called Us Enemy</u> by George Takei on May 31st, with live stream available. The Belvedere Tiburon Library will host a program on May 18th, featuring a discussion of Japanese incarceration on Angel Island. Mill Valley and San Anselmo Libraries are also participating in One Book this year.

   The Library and other Marin county libraries are considering participating in the Dolly Parton Imagination Library program. California allocated $68.2 million to this program in 2022. Under this program, California counties partner with a non-profit to raise matching funds to distribute books to participating families. Families can register their child and receive a book a month to build a home library. The program encourages reading together in families. Marin County Free Library (MCFL) is looking for local non-profits to partner with the libraries. MCFL also works with First 5 Marin. The program would cost $200,000 annually, with $100,000 contributed by the state, and $100,000 contributed from the participating Marin libraries and their fundraising partners. The Belvedere Tiburon Library would participate in the county-wide annual fundraising effort, with the help of the Library Foundation. Once the program is established, Library community outreach efforts will be set in motion.

Trustee Richards added that Marin Promise Partnership also coordinates education with MCFL.

Trustee Poplawski asked how books are selected for the program. Director Duran said that books are provided by the Dolly Parton program selection committee.

Director Duran announced that 2 Library staff have applied to the Town of Tiburon for residence in Town-owned affordable-rent units on Marsh Road. These units are offered to the Ranch and Library employees when available. The Library required that applicants be full-time employees and be willing to be available for onsite emergencies at the Library.

It’s Budget season for Library Staff. Director Duran is meeting with Department heads to set goals and determine Budget line items. The Finance Committee will review a Budget Draft in April, followed by the Agency in May. A Final Budget Draft will be presented for approval at the June Agency meeting.

3. Belvedere Tiburon Library Foundation Report

Foundation President Brenda Bottum reported that Foundation members are continuing a strong campaign for the Annual Fund. The Fund has raised $126,000 so far, with a goal of $170,000.

The Library Art Gallery currently features the Art & Mass Culture exhibit. Trustee Sutton chaired this exhibit, as this type of art is her specialty. The exhibit features 25 artists and opens March 26th, Thursday night.

The annual Teddy Bear Tea will be held on Saturday, March 21st. Tickets are $40, and are still available for 2 of the 3 seatings. Trustee Richards asked whether extra tickets might be given to community members who could not otherwise attend. Trustee Goldman, a longtime Teddy Bear Tea supporter, affirmed this has been a standing practice.

The Children’s Patio Shade installation will proceed shortly. President Bottum was pleased to announce that Hadley Construction will be installing the shade structure pro-bono.

4. Financial Statements February , 2026

Clerk Johnson reported that, with 67% of the budget year passed, Revenues are at 57% of budget, on par with the prior year, and as expected at this time of year. Overall Expenditures are at 68% of Budget, also on par with the prior year. Total

Cash is at $2.7 million or 75% of Operating Budget, with Operating Reserve at $1.6 million, or 45% of operating budget.

Trustee Richards asked for a refresher on MARINet. Director Duran said that this is a county-wide shared use of online collections and resources. It is cost-effective to leverage these subscriptions across the county. The consortium also maintains the internet network which the Library subscribes to. The shared resources allow for an infrastructure in which the network rarely goes down, and provides for a shared cataloging system.

Trustee Richards asked about voting authority of the consortium. Director Duran said that the MARINet Board, comprised of each of the Library Directors in the County, is the final authority. The consortium is a California Joint Powers Agency and holds regular public board meetings.

5. Committee Reports

The Compensation Committee met recently regarding the closed session tonight. Their recommendations will be discussed in the closed session.

CONSENT CALENDAR

6/7. Motion to approve the Minutes of February 23, 2026 and the Warrants for the Month of February, 2026, made by Trustee Richards, seconded by Trustee Goldman.

Ayes: all present in favor.

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

TRUSTEE CONSIDERATIONS:

8. Consideration of Updated Library Purchase and Procurement Policy

Director Duran said that the Policy had been presented to the Agency last month, and that the current version incorporates the Agency's feedback as delineated in the accompanying memorandum:

- Under Contract Authority: Clarified emergency procurements up to $60K can be made by the Director, with post-action reporting required at the subsequent business meeting
- Under Procurement Thresholds: Lowered the Director's authority limits from $30K to $20K; required three bids for any procurement above $10K
- Under Procurement Thresholds: Included additional clarification regarding quotes.
- Added a new section on Procurement Exemptions.

- Under Service Contracts: Added clarification regarding periodic review of service contracts

Trustee Hooker asked how the policy applied differently to a $20,000 budgeted item versus a $20,000 contract. Director Duran said that a budget line item would be pre-approved by the Agency with the annual Budget, whereas a contract would be a specific project, which may or may not have been included in a budget item. Both a budget change and a new contract for over $20,000 would require Agency approval, while a budget category over $20,000 would have been pre-approved as part of the annual budget approval. Expenditures within an approved Budget line item would fall under Director approval/discretion.

Trustee Hooker asked whether the MARINet expense is a contract. Director Duran said that MARINet is a California Joint Powers Agency (JPA), of which the Library is a member. The annual subscription cost is a budgeted item. Trustee Weil said that an historical agreement with a JPA doesn't lend itself to flexibility going forward. Director Duran said that the subscription/membership represents an ongoing commitment to a cost. Trustee Hooker concluded that, because there is no alternative to MARINet membership, negotiation of cost is not possible.

Trustee Richards asked why the Director's authority for contract approval was being reduced from $30,000 to $20,000. She would consider it inappropriate for the Agency to micro-manage the Director. Trustee Weil said that, at the previous meeting, the Agency had looked at other JPA policies, and deemed that there are enough open-ended exceptions in the Library's policy which offer flexibility. Exemptions from Agency approval in the current Policy iteration will mitigate the excessive management, while the lower approval level projects more responsibility to the public and to the Library Foundation.

Trustee Richards asked for historic examples of recent contracts between $20,000 and $30,000. Director Duran said that the recent Strategic Planning consulting contract, which had a desired increase in scope, was one example of this, and that she had come before the Agency to request additional approval during the course of that contract.

Treasurer Slavitz said that the Director's limits can be updated in future years if necessary. Chair Poplawski added that the previous meeting's Agency discussion incorporated the intention for more Agency oversight and more transparency to the public. She reiterated that, if the limits become unwieldy, the Agency can opt to update the policy.

Motion to approve the Updated Library Purchase and Procurement Policy, made by Treasurer Slavitz, seconded by Trustee Hooker.

Roll Call Vote:

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

Absent: None
Noes: None

All in Favor. Motion Passed.

9. Consideration of Resolution 312-2026 Authorizing the use of the Alternative Teleconferencing Procedures pursuant to sections 54593.8.7 of the Government Code of the State of California.

Director Duran said that the original Code addressing remote meetings required listing of all remote Trustee address locations on the posted meeting Agenda. Because the Library is multi- jurisdictional, it falls under the new Alternative Procedures, which include the flexibility of holding hybrid meetings without posting remote Trustee addresses. The Library is still required to post Agendas ahead of Meetings and to have a Quorum attend in Person. The Resolution to be approved has been drafted by the Library's legal counsel.

Trustee Richards asked if the new Alternative Procedures require keeping the remote option available to the public, also. Director Duran said that, under the Alternative Procedures, if the Agency meets with remote Trustees, it must also allow the public to attend remotely. In addition, Trustees attending remotely can comment and vote, just as in person. There is no requirement hold meetings with remote option, but there are requirements for public access if the remote option is chosen. The rules for a meeting with remote attendance are more stringent. If there is a power loss, the meeting must be canceled, and no actions can be taken by the Agency. Director Duran advised the Agency to adopt the Resolution, then Library Staff can determine if adequate technology can be provided for remote access.

Chair Poplawski expressed concern about the need for cancellation in the case of technology failures. If the Agency adopts the Resolution, there is still choice available for all in-person or remote-available meetings. Director Duran reminded the Trustees that a posted Agenda dictates the type of meeting ahead of time, and this can't be changed after the posting, i.e., in the case a Trustee can't attend in person, unless the meeting is deemed an emergency meeting. There will be a technology cost, and a need to test the technology for backup plans.

Motion to approve Resolution 312-2026 Authorizing the use of the Alternative Teleconferencing Procedures pursuant to sections 54593.8.7 of the Government Code of the State of California made by Trustee Richards, seconded by Chair Poplawski.

Roll Call Vote:

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

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

10. Presentation of BayREN Energy Roadmap

Library Staff sought an Energy Audit last year to complete the Sustainable Library Certification, and to explore costs for solar in line with Library Strategic Plan goals. Director Duran applied for the services of the Bay Area Regional Network (BayREN), which performs Energy Audits free of charge for public agencies. Since the Town of Tiburon had similar sustainability goals to the Library, BayREN allowed for a joint audit of the Town and the Library, and completed their assessment in October.

Prior to the completion of the Library Expansion, solar costs were explored and had been deemed prohibitive. Costs have come down, and a joint project with the Town of Tiburon also provides some financial leverage for solar development.

Director Duran and Town Manager Greg Chanis will present the BayREN Report to the Belvedere Tiburon Emergency Preparedness Council at the Town Hall tomorrow night. The Town has a Climate Action Plan in place, and has identified their infrastructure needs. These needs align with the Library's ideas for developing the Library as a community Resilience Center.

Slide number 14 shows a scaled approach to initial easy opportunities for energy savings. One change already implemented was the reprogramming of the Library's HVAC systems's cycle schedule to turn on only 1 hour (rather than 2 hours) before opening.

The second step on Slide number 14 calls for replacing the Library's exterior lights with LED lights. Trustee Richards asked if that would require changing the light fixtures, also. That answer needs research, and Director Duran will partner with Town of Tiburon Public Works to explore this step.

Treasurer Slavitz commented on how much more energy the Library uses compared to the Town (Slides 12 and 20). Director Duran said that the Library Building is larger and open more hours than the Town Hall.

Slide 15 shows the cost for 2 additional EV chargers. County Code requires that, if more than 4 stations are offered on a site, some must be ADA compliant. The Town staff requested 2 additional chargers after the Library's installation of 4. Six stations are now installed, and the Town is coordinating work so that all stations can be functional.

Trustee Richards asked how the Library receives credit for the EV usage. Director Duran said that the cost of electric versus the usage fees have been cost-neutral to date. The Town also paid for the additional units to be installed. In the long-term, the stations could be revenue-generating. Trustee Poplawski inquired, and Director Duran affirmed that the Library will receive the revenue from all of the installed EV stations. The Library also pays for the electric cost of all the EV stations.

Slide 16 illustrates more costly energy changes: replacing the Gas Fireplace in the Library Reading Room with Electric and Replacing the (new) Library Tankless Gas Water Heater with a Heat Pump Water Heater. These projects would not be done in the short-term.

Slide 17 includes energy opportunities which would raise the Library to a level 2 Resiliency Center, with the ability to run a critical load in case of emergency. This would include running the HVAC, computers, and lights for 48 hours non-stop.

BayREN has recommended that the Library add solar to the Building and to a Carport, and also add a Battery Storage System. This is expensive at $2.45 million and would require expanding the Library parking lot. Trustee Richards asked if the solar installation could be done on just the building, without the parking covers. Director Duran said that the parking covers would be required to provide the energy required for the 48-hour resilience, and would save on future energy costs. The Town Hall is currently running completely on Solar. In addition, the Town wants to expand the parking lot because the current lot used for Town employees and visitors and for Library staff has been zoned for housing redevelopment. Trustee Goldman asked if the Town is willing to pay for the parking lot. Director Duran said that Town Manager Greg Chanis feels that the Town has a vested interest in this project, and has suggested that the entire back row of expanded parking be EV-outfitted.

Director Duran added that there are also County grant opportunities for this type of project. The Town of Tiburon will be installing a Battery Storage System at the Tiburon Police Station with a grant plus $200,000. Marin Clean Energy (MCE) is also working on finalizing a program to support resiliency. The Library and the Town of Tiburon would need to collaborate over desire outcomes and apportioned funding.

Trustee Hooker said that community alignment may be the most important factor in the decision making. Treasurer Slavitz suggested that additional proposals will generate additional questions, and added that the project could be done over time step by step, for example, starting with solar on the building plus a battery storage backup.
Trustee Hooker suggested the Agency adopt a policy to start with the low-cost items.

Trustee Richards asked whether the Library has established a Sustainability Policy. Director Duran said that the Agency adopted a policy to commit to community resilience. Trustee Richards urged caution with the project, as community support is needed, with a thoughtful process and inclusive discussion process. Trustee Poplawski agreed that community alignment would be important, with fundraising a more fluid second priority.

Chair Poplawski asked how to go forward in prioritizing projects, for example, balancing the advancement of a resiliency center versus expanding the Makerspace. Director Duran said that the planned Agency/Foundation retreat would be a place for discussion and priority setting. All community stakeholders must be considered. The Agency needs to determine what is the best process, for example, a joint public meeting with the Town of Tiburon and the City of Belvedere to determine priorities, presentation to the public, prime stakeholders, and funding.

Treasurer Slavitz asked what the timeline would be. Director Duran said that the Town Council had a presentation in February, and are eager to move forward on resilience and infrastructure needs within the next 2-3 years. She added that supporting the community in emergencies is a high priority, especially with an aging population. The Library has space for the community to gather.

Treasurer Slavitz said that outages in winter would not provide as much time from the Battery Storage Backup. Expansion Project Manager Glenn Isaacson had preferred the reliability of a propane generator for that purpose.

Vice Chair Sutton said that the first priority should be setting up a joint meeting with the Town. Director Duran said that a quorum would need to be confirmed, and that an MOU between the Town and the Library would be the first action item.

11. Designation of Labor Negotiator regarding conference with Labor Negotiator for the Director

The Agency gave direction at the February Regular Meeting for the Ad Hoc Compensation Committee to explore compensation for the Library Director. In light of this, the Agency needs to appoint a Labor Negotiator for the Agency. The Agency can designate or elect the Labor Negotiator. The Agency retains authority to approve any action by the Labor Negotiator. Chair Poplawski proposed that the Compensation Committee, comprised of Chair Poplawski, Trustee Richards, and Trustee Weil, be designated as Labor Negotiator for the Agency.

Motion to designate the Ad Hoc Compensation Committee as Labor Negotiator regarding conference with Labor Negotiator for the Director made by Treasurer Slavitz, seconded Vice Chair Sutton.

Roll Call Vote:

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

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

12. Meeting Dates

The Next Regular meeting is scheduled for April 20, 2026.

PUBLIC COMMENT ON CLOSED SESSION

Chair Poplawski opened the floor to Public Comment on the Closed Session at 7:51pm.

There were no Public Comments.

CLOSED SESSION

Chair Poplawski adjourned the meeting to Closed Session at 7:52 pm.

REPORT FROM CLOSED SESSION AND ADJOURNMENT

The Agency returned from Closed Session at 8:25 pm. Chair Poplawski announced no reportable action taken.

Chair Poplawski adjourned the meeting at 8:25 pm.

Respectfully Submitted,

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