

REGULAR Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
April 20, 2026

AS APPROVED ON MAY 18, 2026

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

Members Absent: Kenneth Weil.

Also Present: Crystal Duran, Kristin Johnson, Michelle Thomsen, Mark Frieberg

CALL TO ORDER: Chair Poplawski called the meeting to order at 6:18

OPEN Forum:

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

Mark Frieberg, new President of the Belvedere Tiburon Landmarks society, introduced himself and expressed the hope for future collaboration.

STAFF BOARD AND COMMITTEE REPORTS

1. Chair's Report

Chair Poplawski reported that she has been enjoying using the Makerspace and is putting the word out to her community regarding this wonderful resource.

2. Library Director's Report

Director Duran reported that a local Tiburon resident completed a Doctoral program using the resources of the Library and the Makerspace. In his thesis, he acknowledged the Library space and Staff for supporting his project. His name is Eddie Madrigal, and his thesis for San Francisco State involves Native American dances.

The Library partnered with The Ranch to host a Senior Expo last Friday. Grants supporting the Expo were received from the Belvedere Community Foundation and the Tiburon Peninsula Foundation. There were over 230 attendees. Trustee Richards and Treasurer Slavitz volunteered for the event. All Library spaces were active, and some attendees said they hadn't been in the Library for years. Lunch was served on the Tiburon Boulevard plaza.

This was the second Senior Expo hosted by the Library and the Ranch, the first Expo was offered 2 years ago. Vendor participation this year increased from 14 in the prior Expo to 19 this year. Library Staff received very positive responses from attendees and vendors alike.

Library Staff now have a good sense of how to activate and manage resource fairs in the new Library space. These events draw people to the Library who don't usually

visit. Offering a communal meal is a big draw and a benefit to Seniors, as no other organizations on the Tiburon peninsula currently provide this.

The Library Staff have achieved a new baseline for programs offered, exceeding Mill Valley by an average of 30 programs per month. The Library also offers the highest number of open business hours of all Marin public libraries.

The recent Shakespeare in the Park event drew 175 attendees. This type of outdoor event will be planned regularly in the future, as it is easy for staff to organize, and pleasing to the community. Trustee Richards asked whether the costs of this program were shared with the Town of Tiburon. Director Duran said that the Library covered the cost.

The Library also sponsored a recent Blood Drive and an evening of Pizza with Police, and will participate in the annual One Book One Coast Libraries annual event. The Police event drew 40 attendees, including a family new to the area who came to connect and expressed much appreciation for the event. The Police staff also enjoy this type of event. The Blood Drive had 17 participants successfully donate, and the organization has requested a return visit. The One Book One Coast talk will be held May 18 in the Library Founders Room. The Agency Regular meeting scheduled for that evening will meet in the Corner Books space. Librarian Katie Winters organized all of these Adult Programs.

The Library welcomes a new part-time Library Assistant, Alicia Chi, who comes to us from College of Marin. She is well versed in Library service, and is currently enrolled in Library School.

Librarian Birgitta Danielson attended the Public Library Association convention in Minneapolis recently, and will report on her experience to Library Staff in May.

The Marin Water District is requiring upgrades to backflow prevention equipment. Library Staff are procuring bids for the work. The cost will probably be between \$8,000 and \$14,000.

Director Duran recently hired a Certified Industrial Hygienist to review the Maker Space for the safety of some of the equipment currently used, due to an employee complaint.

The Finance Committee will meet on April 28th to review a draft Fiscal Year 2027 Budget.

A Library patron has expressed concern about one of the paintings featured in the Gallery. The painting does not violate Library Policy, but the selection process will be evaluated within the Art Committee. Director Duran and the Art Committee do not wish to set precedent of taking art down. The Art Committee process of selecting art has historically been thorough and thoughtful.

Chair Poplawski asked how often emails are sent out to advertise Library programs. Director Duran said that 2 email blasts per month are currently scheduled. In addition, reminder emails are sent to patrons registered for programs. Subscribed reading lists are also emailed regularly. Occasional single program announcements are emailed, specifically if a particular program registration is low. The library staff's intent is to avoid inundating patrons with emails. Trustee Hooker agreed that staff should exercise caution in inundating the community with too much information. Trustee Richards asked how much Staff time is required for the promotional emails. Director Duran said that, although duties are spread across several staff the devotion of Staff time to email blasts is challenging without a dedicated marketing staff.

Chair Poplawski asked about an automated email system. Director Duran said that, since the Library Strategic Plan did call for targeted focused engagement, the Staff investigated Orange Boy, Inc. for automated email processing.

Treasurer Slavitz asked how well Belvedere Tiburon Library events are attended compared to Mill Valley, and whether more email blasts would make a difference if attendance at Belvedere Tiburon programs is already good. Director Duran said that she will review the program data more deeply for a June presentation for future planning. She added that many patrons also request printouts for specific programs, and Staff need to consider which programs to promote since there are so many. Promotions used in addition to email blasts include paid ads in The ARK Newspaper and Banners at Blackies Pasture.

Trustee Richards asked how Makerspace costs are being tracked. Director Duran said that Librarian Ivan Silva will present a Makerspace report at the June meeting.

3. Belvedere Tiburon Library Foundation Report

Foundation Director Michelle Thomsen reported that the Annual Fund has raised \$157,000, Library Giving Day earned \$9,000, and the Teddy Bear Tea raised \$13,000 net of expenses, with 256 attendees. Donors contributed \$4,5000 in cash in and in-kind donations to the Teddy Bear Tea. Corner Books is earning about \$4,000 per month.

The Teddy Bear Tea team has recruited 5 new members from the Reed School District. The new team includes pre-school and elementary school mothers.

The Children's Patio Shade is in production, and should be fully in place by the end of May.

The Gallery's Art & Mass Culture Exhibit is up for 3 more weeks, to be followed by a photography exhibit, The Meaning of Home on May 31. Director Thomsen encouraged trustees to vote for the Gallery in the Marin Magazine annual poll.

4. Quarterly Treasurer's Report, March, 2026

Clerk Johnson reported that, with 75% of the Budget year passed, Revenues are at 58% of budget, on par with expectations and prior year experience. Tax Revenues are at 56% of Budget, as expected.

Total Expenditures are at 74% of Budget, on par.

Salaries are at 70% of Budget, Benefits at 77% of Budget (due to CalPERS UAL payment early in the year), and overall Personnel Costs are at 70% of Budget.

Circulation Materials are at 78%, Technology at 73%, and Program Services at 74% of Budget.

Building costs are at 81% of Budget, due to up-front Property and Liability Insurance payment in July, and to needed Maintenance in HVAC and plumbing, and to increasing Electricity and Gas costs.

Administration is at 157% of Budget, due to Legal costs and to a new Accounting Cloud Software Subscription. Overall, due to savings in other Departments, Total Expenditures are on par with Budget.

Cash is at \$2.46 million, or 68% of annual Operating Budget, with Operating Reserve at \$1.77 million, or 49% of annual Operating Budget. Policy was previously approved to create multiple reserves, which will change this reporting in the future.

Long-term Debt includes \$80,000 in Accrued Vacation, \$113,000 in CFD-Bond Obligations (to be paid in full in September, 2026), and \$2.13 million in Pension and OPEB Liabilities.

5. Committee Reports

The Trustee Onboarding Committee will be meeting soon to review materials for an orientation packet for new trustees.

CONSENT CALENDAR

6/7. Motion to approve the Minutes of March 16, 2026 and the Warrants for the Month of March, 2026, made by Trustee Hooker, seconded by Trustee Goldman.

Ayes: All in favor.

Absent: Kenneth Weil

Noes: None

All in Favor. Motion Passed.

TRUSTEE CONSIDERATIONS:

8. Discussion and Consideration of AI Staff Use Policy

Director Duran said that Library Staff have been exploring some AI tools to use at the Library and that she and Department Heads are planning a rollout of tool choices and use. Staff will study how these tools can be safely used for efficiency and productivity, and what training will be required.

The AI Staff Use Policy has been developed through review of best practices and existing policies. With the use of AI tools, staff will remain ultimately responsible for vetting the final content and product. Also, with respect to public records compliance and Library patron privacy laws, Library Staff will need to be mindful of what information is entered into AI tools.

The AI Staff Use Policy is intended for Library staff only, it won't affect or impede Library patron use of AI.

As legal counsel has not yet reviewed the Policy, Director Duran said that Agency approval tonight would be pending final counsel review.

Director Duran said that one of the uses of AI is as collaborator: She uses AI for narratives and content in her Director's Reports. She loads her prior Director's Reports into the software, then uses prompts to add narrative. Library Staff also use AI to draft responses to patron concerns, helping to make sure they are friendly, empathetic, and provide a solution to the problem. Staff also use AI to come up with creative names for Library programs.

Since AI is prevalent in business, and Staff are using it, a policy updating standard operating procedures is needed. The goal for Library Staff would be to provide guidelines to safely use the AI tools to assist in collaboration and as a query for solving problems.

AI can also create efficiencies which allow for more Staff shared face time and creative collaboration. Tasks that normally take many hours, such as policy research and writing, can be shortened in duration. The AI tool can become familiar with an individual's profile, so that a record of style and content can be individualized and enriched with each additional use.

Chair Poplawski asked about the Library's consideration of using Google versus Microsoft products. She and Director Duran agreed that AI is easier to use with Google products, and that this is a consideration for future software selection.

Trustee Goldman expressed concern about security of and the use of sorters or prioritizers by hackers. Treasurer Slavitz asked what purpose the policy would serve. Director Duran said that the policy gives staff direction and guardrails for prohibited use. The policy limits AI use to vetted and approved tools. Restrictions include compliance with the California Privacy Rights Act related to record retention issues. Staff will not be allowed to use "free" versions of AI tools, since protections must be built in. For example, Chat GPT tools currently used by Library Staff are paid via individual subscriptions. Under the policy, one enterprise version of Chat GPT would be subscribed for all staff use. Treasurer Slavitz asked how the usage limitations would be enforced, and whether the policy should be more specific. Director Duran said that the policy would provide a legal standpoint for enforcement. The policy does not name specific tools, therefore retains flexibility for tool

selection. In general, public agency policies are written for flexibility. Trustee Richards and Treasurer Slavitz both expressed concern regarding repetition and the generation of excess content with AI use. Director Duran said that Staff would remain responsible for the final versions of all documents produced with AI assistance.

Chair Poplawski said that the legal review by counsel would provide more assurance after Agency approval. She recommended approving the current version policy to set a precedent, and allow for future flexibility with changing technology, using the policy as a guardrail for incorporating future innovation.

Motion to approve the AI Staff Use Policy, made by Trustee Richards, seconded by Treasurer Slavitz.

Roll Call Vote:

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

Absent: Kenneth Weil

Noes: None

All in Favor. Motion Passed.

9. Consideration of Staff Training and Quarterly Late Openings

Director Duran said that Library Staff Training is needed and essential, and that she would like to address times when the Library can be closed for this purpose. She has proposed a schedule of quarterly partial closings and a once annual full closing.

Many trainings can be split up into several sessions while keeping the Library open. For some subjects, Staff do need a few hours of deeply engaged time to explore content and discussion in depth. Library Department Heads have developed a list of needed trainings and additional opportunities for training that can be managed during business hours. They have also identified four times per year where closure would be needed for specific trainings: Customer Service, Conflict Resolution and De-escalation, Sexual Harassment Prevention, and Emerging Technologies.

The four days of partial closure would amount to 12 hours. The full day of closure could be held during a typically slow time of year for Library usage and would be 7 to 8 hours. The total closures would add up to a maximum of 20 hours per year. Closure for training is a challenge in general for Marin Libraries. Although some regional trainings are offered, many Libraries employ part-time staff who substitute for other staff and maintain other work, so they must plan ahead to attend trainings. Some Marin libraries maintain a later opening time schedule, which provides built-in training time.

If the Agency approves the closures, Staff will be able to calendar mandatory trainings ahead of time and communicate closures to the public in advance.

Trustee Richards asked which day of the week is the Library's slowest day, and whether several days of training during open hours could be arranged so that part-time staff could attend. Director Duran said that would involve training during open hours, and some closures would still be required. Friday is the slowest day. Wednesday is a heavily staffed day and the Circulation Manager often provides real-time training during open hours on that

day. Part-Time Staff who maintain other work outside the Library need lead notice to allow time to re-arrange their schedules for mandatory Bel-Tib Library Staff trainings.

The proposed trainings would involve a one o'clock opening of the Library on a Friday.

Trustee Sutton asked whether Library Staff have received community complaints regarding Library closures. Treasurer Slavitz asked if Trustees could be trained to staff the checkout desk during the Staff Trainings. Director Duran said that there are always a few concerns when the Library is closed, and that a light service with self-checkout could be considered. Because the Belvedere Tiburon community generally has a high expectation for service, Director Duran feels it would be better to close the Library than to staff the desk with volunteers who may not be able to answer all questions. However, with commitment and robust training, it is possible that Agency Trustees could manage the desk temporarily during Library closures for Staff training. Trustee Hooker stressed that public announcements well in advance of closures would be a key necessity.

Chair Poplawski asked if a policy is needed for closures. Director Duran said that the Trustees should weigh in and give direction since the topic of closures has been debated previously. The approval now would provide a needed framework that could be adjusted in the future, would help legitimize the closures, and would allow time to plan for timely notice to the Public and to Part-Time Staff.

Trustee Hooker asked that Staff report to the Agency on Staff trainings.

Motion to approve the Staff Training and Quarterly Late Openings, 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.

Absent: Kenneth Weil

Noes: None

All in Favor. Motion Passed.

10. Distribution of Ralph M. Brown Act to trustees, per SB707.

Director Duran will distribute a digital copy of the Brown Act to trustees, as state law requires that all Public Agency officials receive a copy.

In addition, Ethics, Financial and Fiscal Training will be provided to Trustees in compliance with state requirements.

12. Meeting Dates

The Next Regular meeting is scheduled for May 18, 2026.

Chair Poplawski adjourned the meeting at 7:49 pm

Respectfully Submitted,

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