REGULAR Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
August 17, 2026

Roll Call, Present: Chair Katherine Sutton, Vice Chair Roxanne Richards, Treasurer Pamela Goldman, Anthony Hooker, Kenneth Weil, Alice Fredericks

Members Absent: Emily Poplawski

Also Present: Crystal Duran, Brenda Bottum, Joey Della Santina, Katie Winters, Diane Gasson, Brenda Bottum – BTLF President

CALL TO ORDER: **Chair Sutton called the meeting to order at 6:17 p.m.**

PUBLIC COMMENT

Chair Sutton opened the floor to comments or questions from the public.

No public comments.

CLOSED SESSION – Not Held

A. **PUBLIC COMMENT ON CLOSED SESSION**
   a. There was no public comment on the Closed Session.

B. **CLOSED SESSION – CONFERENCE WITH LABOR NEGOTIATOR:** Agency-designated representative and Unrepresented employee: Library Director, (**California Government Code Section 54957.6)**

C. **RETURN AND REPORT FROM CLOSED SESSION** - None.

APPROVAL OF AGENDA

Motion to approve the agenda by Trustee Fredericks and seconded by Vice Chair Richards.

Ayes: Katherine Sutton, Roxanne Richards, Anthony Hooker, Kenneth Weil, Alice Fredericks, Pamela Goldman

Absent: Emily Poplawski

Noes: None

Voting Results: Unanimously Approved/Motion Passed

CONSENT CALENDAR

1. Special Meeting Minutes of May 29, 2026
2. Regular Meeting Minutes of June 15, 2026
3. Agency Warrants for June and July 2026

Trustee Weil inquired about the warrant reports, specifically BRW Architects, paid in June, under Furniture & Fixtures. Director Duran reported those expenses were related to the Children's Area shade structures. Trustee Weil also asked about MuchMore and RWG Law. Director Duran stated that the MuchMore expense was for the Administrative Services Supervisor recruitment and other prior services. RWG Law is related to work on the employee contract and support with a California Public Records Act request. Trustees Weil and Hooker shared interest in having the Legal & Consulting expense category separate, in the future.

Motion to approve all items in the consent calendar made by Trustee Hooker and seconded by Trustee Weil.

Ayes: Katherine Sutton, Roxanne Richards, Anthony Hooker, Kenneth Weil, Pamela Goldman

Abstain: Alice Fredericks

Absent: Emily Poplawski

Noes: None

Voting Results: Approved/Motion Passed

STAFF BOARD AND COMMITTEE REPORTS

4. **Chair's Report** - None

5. **Library Director's Report**

Director Duran provided the following highlights during her report:

- 170 participants for the Summer Reading Program
- Expanded programming included Puppet Art Theater, circus comedians
- Tiburon Peninsula Foundation provided a grant to improve the teen patio and Eagle Scouts are also helping with some work
- "In the Stacks" publication will hit mailboxes in October
- Vacation buyback resulted in 7 of 13 eligible employees taking the cash-out for a total of $16K
- Leadership is pursuing a California Proposition 4 grant opportunity, along with Town of Tiburon, for a Community Resilience Center (to note, the Town is funding a grant writer for this opportunity)
- The Library and Town of Tiburon are working on a new Memorandum of Understanding (MOU) to discuss shared costs and will have discussions about the parking lot. This MOU will follow finalization of an outstanding Agreement with the Town of Tiburon, first recorded on July 5, 2007, which conveys the parcel occupied by the current library, parking lot and some grounds.

Vice Chair Richards asked whether a subcommittee should be formed to discuss the parking lot. Director Duran stated she would be asking the Executive Committee to meet, along with legal counsel.

Trustee Fredericks inquired about parking lot maintenance, etc. and Director Duran reported that would be a part of the discussion.

Trustees Weil and Hooker had questions about the shared resources with the Town and Director Duran spoke to splitting of the water and landscape expenses (including Zelinsky Park) and that she would need to look into PG&E for who pays the parking lot lighting.

6. **Belvedere Tiburon Library Foundation Report**

President Brenda Bottum presented the following updates on the Foundation.

- Michelyn has retired and Chris Phipps has taken her place. He will work for the Foundation MTW from 10 a.m. to 3:00 p.m. He also currently works at our circulation desk
- $165,000 donation was given to the Library
- The Foundation is finalizing a move from Mechanics to Wells Fargo Bank
- They are finishing their annual budget and expect to have it presented at the September board meeting.
- They will have an Annual Report for "In the Stacks" to thank donors from the previous year
- Next funding request will be sent out late October
- Next art opening will be September 17th from 6 – 8 p.m. – they have been recognized by Marin Magazine as the Best Gallery of Marin
- They are looking for more volunteers for the Art Committee – more of an administrative coordination role. The group meets every 6 weeks and they put together about 5 art shows each year
- Donor appreciation event is September 24th – invitees include those who contributed $250 or more

7. **Committee Reports** – None

Director Duran stated she will be reaching out to get the Strategic Planning Committee together, will engage the Executive Committee regarding the discussions with the Town of Tiburon, and put together a schedule for the Finance Committee which is to meet quarterly during the year.

TRUSTEE CONSIDERATIONS

8. Presentation & Discussion on Library of Things

   Katie Winters, the Adult Services Librarian, provided the Board with an overview of the Library of Things (LOT) program they have strengthened this past year, with details on their planned expansion. Program funding was supplemented by the California State Library's 2024-25 Sustainable California Libraries grant in which we received $1,000. This fiscal year's budget is $2,000. The LOT concept is to let patrons try an item before they buy; effort to reduce waste and consumption. Highlights include:

   - There are about 80 unique items with 160 items total (some items have multiples) which reflect community interest and use
   - Co-design of the program – asking community and staff what to include. Input was intergenerational and broad-based
   - Items are selected to determine practicality, number of pieces, ease of transport, safety, interest and use
   - Feedback is being collected, upon return. Questions asked about usefulness, if they would recommend the service, and recommendations for other items. Current results are that 89% found item was useful and 98% would recommend LOT to friends
   - Customer input included noting quality matters, which was related to binoculars in the outing backpack, as the patron wanted to use them for birding. The team took the input and added birding binoculars and descriptive bird cards
   - Continue to expand with a focus on acquiring additional specific items if something is popular and adding items that support memory, aging, mobility, sustainability and resilience

   Vice Chair Richards asked about lost items and Katie said there is a replacement cost associated with each, which needs to be reimbursed by the patron.

   Trustee Hooker inquired whether donations were accepted and tracking the use of items. Assistant Director Della Santina said they are occasionally offered items which can be used in the MakerSpace or by staff but we do not currently accept items being dropped off unless we have a target appeal to the community. Katie notes that checkout time limits are the same as a library book which can lead to a demand for popular items and those items, of most interest, are kept in circulation.

9. Consideration of Resolution No. 314-2026 Adopting the 2026/2027 Gann Appropriations Limit

Motion to approve Resolution No. 314-2026 Adopting the 2026/2027 Gann Appropriations Limit made by Trustee Weil and seconded by Trustee Fredericks

Ayes: Katherine Sutton, Roxanne Richards, Anthony Hooker, Kenneth Weil, Alice Fredericks, Pamela Goldman

Absent: Emily Poplawski

Noes: None

Voting Results: Unanimously Approved/Motion Passed

10. Consideration of Resolution No. 315-2026 Adopting the CFD 1995-1 2026/2027 Gann Appropriations Limit

    Motion to approve Resolution No. 315-2026 Adopting the CFD 1995-1 2026/2027 Gann Appropriations Limit by Trustee Hooker and seconded by Vice Chair Richards

    Ayes: Katherine Sutton, Roxanne Richards, Anthony Hooker, Kenneth Weil, Alice Fredericks, Pamela Goldman

    Absent: Emily Poplawski

    Noes: None

    Voting Results: Unanimously Approved/Motion Passed

11. Consideration of Reaffirming Resolution No. 249-2018 Library's Conflict of Interest Code

    Motion to Reaffirm Resolution No. 249-2018 Library's Conflict of Interest Code made by Trustee Weil and seconded by Trustee Fredericks

    Ayes: Katherine Sutton, Roxanne Richards, Anthony Hooker, Kenneth Weil, Alice Fredericks, Pamela Goldman

    Absent: Emily Poplawski

    Noes: None

    Voting Results: Unanimously Approved/Motion Passed

COMMUNICATIONS & ANNOUNCEMENTS

12. Schedule of 2026/2027 Meeting Dates

    Presented to the board for reference.

ADJOURNMENT

Chair Sutton adjourned the meeting at 7:09 p.m.

FUTURE BOARD MEETINGS

All BTLA meetings are open to the public. The public is encouraged to attend. The Board meets regularly on the third Monday of each month, at 6:15 p.m. unless otherwise noted. Upcoming board meetings:

- September 21, 2026
- October 19, 2026

Respectfully Submitted,

Diane Gasson, Clerk of the Belvedere-Tiburon Library Agency Board