REGULAR Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
September 21, 2026

Roll Call, Present: Chair Katherine Sutton, Vice Chair Roxanne Richards, Anthony Hooker, Emily Poplawski

Late Arrival: Alice Fredericks

Members Absent: Kenneth Weil. Pamela Goldman

Also Present: Crystal Duran, Joey Della Santina, Diane Gasson

CALL TO ORDER: Chair Sutton called the meeting to order at 6:18 p.m.

PUBLIC COMMENT

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

No public comments.

APPROVAL OF AGENDA

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

Ayes: Katherine Sutton, Roxanne Richards, Anthony Hooker, Emily Poplawski

Absent: Alice Fredericks, Pamela Goldman, Kenneth Weil

Noes: None

Voting Results: Unanimously Approved/Motion Passed

CONSENT CALENDAR

1. Regular Meeting Minutes of August 17, 2026

   Vice Chair Richards asked to pull the minutes from the consent calendar to provide suggested changes: Under the Library Director's Report the wording of the last bullet will be changed. Trustee Fredericks' name was incorrectly spelled on page 3 and under Library of Things presentation, wording on the last sentence will be rephrased.

2. Agency Warrants for August 2026

Motion to approve the Regular Meeting Minutes of August 17, 2026 as modified and the August 2026 warrants made by Trustee Hooker and seconded by Chair Sutton.

Ayes: Katherine Sutton, Roxanne Richards, Anthony Hooker, Emily Poplawski

Absent: Alice Fredericks, Pamela Goldman, Kenneth Weil

Noes: None

Voting Results: Unanimously Approved/Motion Passed

STAFF BOARD AND COMMITTEE REPORTS

3. **Chair's Report** – Chair Sutton welcomed Trustee Poplawski and congratulated her on her newborn.

4. **Library Director's Report**

Director Duran provided the following highlights from her written report:

- Fall programming is underway with a lot of new and returning programs, including Richardson Bay Audubon Center exploring local birds and the adjacent marsh. Children's Services also has story times alternating between French and Mandarin.
- Staff Librarians will be at this weekend's Maker Faire in Vallejo.
- Work being done in collaboration with the Town of Tiburon, City of Belvedere and local fire departments related to community preparedness and resilience for the upcoming Super El Nino season.
- Discussed upcoming Conflict Resolution training for staff which she hopes to continue every other year.
- Children's Bilingual Librarian, Nereida, selected to participate in the Catalyst Leadership Development program.
- Running unopposed for President-Elect of the California Library Association (CLA), term beginning in November.
- Project refresh is moving along with new tables arriving (which have built-in power connections) and the older ones being removed. Acoustic panels are being considered as noise levels and privacy within meeting rooms can be a challenge.

Vice Chair Richards inquired about the Library's chairs and if any individual tables were also being replaced. Director Duran reported the chairs we currently have are new and additional furniture updates will be evaluated. Future furniture needs will be considered based around planned use while balancing the Library's open space and book shelving.

Vice Chair Richards asked about the impact to Director Duran's time as she takes on the President-Elect role. Conversation was held around work schedule and time involved in various parts of the Director position. It was noted, being in a leadership role for the CLA offers an opportunity for directing advocacy on behalf of the library as there are some regulations being considered which could have significant impact. Director Duran said her time is also now focused on building relationships and partnerships and the overall administration of the Library as the Circulation Lead and Assistant Director have assumed the day-to-day running of staff and library functions.

Trustee Hooker acknowledged and congratulated Nereida's acceptance into the Catalyst Leadership Development program.

Discussion was held regarding the Sustainable Library Certification Program requirement of developing a Plan for recruiting diverse applicants to the Board of Trustees. As the Library does not play a part of the appointment process, that is done by the City of Belvedere, Town of Tiburon and Reed School District, the Library can only

provide recommendations to support a diverse and broad Board. A general framework will be written for submission.

5. **Belvedere Tiburon Library Foundation Report**

   Foundation representation was not present but Director Duran shared that a Donor Appreciation event which will happen Thursday, 5-7 p.m. The Library will be closed at 4 p.m. to accommodate the private event.

   Chair Sutton reported the newest art display, Mark Making: Dots, Lines, Textures, opened last Thursday. The work is being done by Co-Chairs Diane Green and Brenda Bottum.

6. **Committee Reports**
   a. Strategic Planning – Vice Chair Richards reported the new plan will be changed to align with the fiscal year going forward. The original Strategic Plan started in January because of the new library opening.
   b. Finance Committee – meeting will be October 8th.
   c. Compensation Committee – has been reviewing the Director's contract which will be discussed later in the meeting.

DISCUSSION/ACTION

7. **BTLA 2026 Employee Handbook**

   Director Duran provided an overview of the updates to the Employee Handbook. They include:

   - New section related to California law on reproductive loss
   - Added customer expectations and fundamentals for employees
   - Clean-up of ambiguous language
   - Defined administrative leave
   - Holiday time off clarified for part-time, non CalPERS staff now that the Library is open 7-days a week
   - Emergency response updates
   - Employee appeal process was added
   - Legal counsel reviewed for discipline areas and made adjustments
   - Clarity around performance review being conducted every 12-15 months and favorable performance evaluations do not guarantee an increase

   Trustees inquired about how the Handbook gets sent out and if signature is required; once approved the Handbook will be sent out with a cover page on elements that changed and staff are required to sign the Confirmation of Receipt which includes Confirmation of Confidential Information Policy, Confirmation of Harassment Discrimination and Retaliation Prevention Policy and Confirmation of Employee Handbook.

Responses to additional questions include:

- Reference to Administrative Services Supervisor is Diane Gasson. In some instances an employee is referred to their supervisor, Administrative Services Supervisor or the Library Director. If Administrative Services Supervisor should need support, they would contact the Board.
- New hire probationary period was 90 days and has been changed to one year which can be extended further upon the discretion of the Library Director.
- Benefits provided to staff in alignment with other libraries.
- Unpaid leave, and whether employee can continue to receive benefits, will depend upon the leave and state and federal laws. As presented, approved personal leave will allow for benefits to continue but the length of time is also at the Library Director's discretion.
- Individuals on leave do not continue to accrue sick or vacation time on unpaid leave.
- Sick time does accrue for CalPERS employees but part-time are provided 40 hours annually and they do not roll over.
- Cell phones are not issued to employees, there is only one that staff can use for taking photos, videos, etc.
- Overtime is not scheduled and does not happen.
- 2024/2025 policy carried over the City's employee appeal process and discipline.
- No staff currently telecommute.
- School and Child Care Activities Leave is covered under California's Family-School Partnership Act – many of the included leaves are mandated and standard.
- Updates will be annual to ensure compliance with legislative changes and requirements.
- COLA, compensation and more specificity around benefits is not included but there is a data sheet which works in tandem with the Handbook as each employee classification (full-time CalPERS, part-time CalPERS and part-time) has different benefits.

Trustees asked if future handbooks could include:

- AI Policy
- Links to other employee related policies

Motion to approve the BTLA 2026 Employee Handbook, with minor edits, made by Trustee Hooker and seconded by Vice Chair Richards

Ayes: Katherine Sutton, Roxanne Richards, Anthony Hooker, Alice Fredericks, Emily Poplawski

Absent: Kenneth Weil, Pamela Goldman

Noes: None

Voting Results: Unanimously Approved/Motion Passed

8. **BTLA Long-Term Facilities Management Plan**

Director Duran presented an overview of the draft Long-Term Facilities Management Plan. She stated this was to help provide for a timeline of what needs to be done, identify upcoming major repairs, possible projects related to sustainability certification and building code requirements.

Consideration for timelines include assessment of the asset and its condition and need for repair/replacement; what is the useful life, is there strategic improvement for an item, preventative reason, etc. The Plan would allow for a timeline to plan and budget for required/approved work. It was noted this is not a PMP (preventive maintenance plan) but a document from which the Board can provide input and thought into how we will fund future building needs. This document does not create a commitment to fund but motion towards creating a framework to give guidance to the Library Director. The Director would maintain oversight of the Plan with review by the Board every 2 years.

Director Duran noted current staff does not have the expertise to make judgment or analysis of repair needs and costs. There is a desire to move towards the Library being a Level 2 Resilience Center. Addition items in need of repair/evaluation include the EV stations, roof, bathroom plumbing – all of which have had maintenance issues.

The Board had a lengthy conversation to try and narrow in on what would be defined as a need, regular maintenance, required repair/replacement and how the framework of the Plan should be created. Trustee Hooker offered it would be helpful to define areas/need by mandatory and discretionary.

Trustee Richards would prefer to have the Board complete the pending agreement with the Town of Tiburon before determining the needs for the Library facilities – whether any maintenance and/or work could be related to shared site areas, etc.

Trustee Fredericks referenced governance and funding she is aware of through the Town of Tiburon that may be helpful to refer to in the event there may be some joint collaboration that could benefit both entities.

The Board collaboratively had further conversation about the layout of the plan, possibly also identifying what is maintenance, strategic/capital, etc. and how this may relate to the work being done for the annual Strategic Planning. It was determined there will be an adhoc committee to discuss a Facilities Management Plan for the Library.

9. **Library Director Employment Agreement**

Chair Sutton began by acknowledging the work Director Duran has done to build countywide reputation and valued leadership on behalf of the Library.

She stated the Compensation Committee, along with legal counsel, have shared input and negotiated the presented final draft Employment Agreement for Director Duran. She read the cover page with highlights as following:

- Effective: 7/1/2026
- Salary: $210,751.53
- Health benefit coverage for her and family
- Cell phone and auto allowance
- Vacation and leave benefit changes

The Board requested that the Agreement be amended to include that 1) the newly approved Employee Handbook also applies to Director Duran- in any area(s) of conflict with the Employment Agreement, the Employment Agreement shall supersede the Handbook; 2) provide clarity that the administrative leave will be an executive leave.

Motion to approve the Library Director Employment Agreement, as modified, made by Vice Chair Roxanne, seconded by Trustee Hooker.

ROLL CALL VOTE:

Ayes: Katherine Sutton, Roxanne Richards, Anthony Hooker, Alice Fredericks, Emily Poplawski

Absent: Kenneth Weil, Pamela Goldman

Noes: None

Voting Results: Unanimously Approved/Motion Passed

COMMUNICATIONS & ANNOUNCEMENTS - NONE

ADJOURNMENT - Chair Sutton adjourned the meeting at 8:05 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:

- October 19, 2026
- November 16, 2026

Respectfully Submitted,

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