REGULAR Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
October 19, 2026

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

Also Present: Crystal Duran, Library Director; Joey Della Santina, Assistant Director; Diane Gasson, Administrative Services Supervisor and Board Clerk; Mickey Hubbell, Belvedere Tiburon Library Foundation Director

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.

CONSENT CALENDAR

1. Regular Meeting Minutes of September 21, 2026
2. Agency Warrants for September 2026

Motion to approve the Consent Calendar made by Trustee Hooker and seconded by Vice Chair Richards.

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

Noes: None

Voting Results: Unanimously Approved/Motion Passed

STAFF BOARD AND COMMITTEE REPORTS

3. **Chair's Report** – None

4. **Library Director's Report**

Director Duran provided the Board with her report, highlighting the following:

a. The City and Town are planning for the Super El Nino - expectation that November 22-27, December 21 - 26 and January 18-24th will provide flooding challenges due to anticipated king tides during those time frames.
b. A new Murder Mystery event is happening November 2nd. RSVP required due to limited space.
c. Community ofrenda, in recognition of Dia de los Muertos, goes through November 7th - bring in a photo of a past pet or relative to add to the display.
d. 2 on-call librarians have been hired for succession planning and staffing gaps - they have extensive MARINet experience.

e. Board of Trustees recruitment and diversity plan is attached, as part of sustainable library certification. While BTLA doesn't have authorization to appoint Trustees to the Board, and this is not a policy, the presented plan states how efforts will be made to target and recruit a diverse board. Included is consideration of professional occupation, background, geographic area within different boundaries, new/long-term community members and also those who rent vs. own. This plan was shared with the Executive Committee for feedback, as drafted by "green team" staff.
f. There are 13 items left on sustainable certification. BTLA will be the second library in California to receive this designation; once obtained a presentation will be provided to the Board.

Assistant Director, Joey Della Santina, added to the Director's Report, sharing that new tables have been received and installed. They have electricity, USB ports, lights and allow for ADA access too.

5. **Financial Report**

Administrative Services Supervisor, Diane Gasson, presented the Board with preliminary budget to actual details, through September 30, 2026 and June 30, 2026. This information is preliminary as year-end adjustments still need to be made which will impact both June 30, 2026 and subsequently FY27 data.

For the September 30, 2026 report, she noted the following:

- (5040) Book fines and reserves - the Foundation received a check from the state for unclaimed funds and said BTLA could keep
- (7210) Staff recruitment - cost, over budget, is related to hiring of Administrative Services Supervisor who began 7/23/2026
- (8840) Legal and consulting - only $500 is consulting (Muchmore)
- (9500) Restricted Fund Expenditures - Snelling Trust, just a timing issue

Ms. Gasson said work is being done to get full financial reports from the MIP accounting system versus having additional manual work done by the Accounting Technician.

6. **Belvedere Tiburon Library Foundation Report**

Ms. Hubbell reported the annual fund campaign is launching at the end of month; information going out on November 1st to mailboxes. On September 24th they hosted a donor appreciation event which went well. Corner Books has a strong start this fiscal year and they are hoping to include Sunday afternoons. Art gallery display, Mark Making: Dots, Lines, Textures is open through November 11th. 276 pieces were submitted and 65 were chosen for the gallery. On November 19th, 6 - 9 p.m., the foundation will host an opening artist reception. Tomorrow, 6 - 7 p.m., they are holding an Estate Planning Basics presentation. Ms. Hubbell made mention of their new hire, Chris Phipps, who is replacing Michelyn.

In response to Trustee questions, Ms. Hubbell stated the Corner Books volunteers job responsibilities include sorting donations, selling and shelving books.

7. **Committee Reports**

Finance Committee - meeting held October 8th, no action taken but discussion on the annual audit and financial reporting. Meeting again in January.

Strategic Planning Committee - waiting for details on getting a consultant. Director Duran received one proposal and was waiting on another. Committee will reconvene April or May 2027.

DISCUSSION/ACTION

8. **Meeting Room Policy**

Director Duran said there haven't been any real issues with the policy, even though it is fairly new. The policy is being applied fairly well and the revisions presented are minor and are intended to align policy with process.

Director Duran reinforced that this policy applies to public rooms, bookable through Communico. There are three other spaces that are left open for other uses. Those rooms are not a part of this policy.

Trustees discussed elements of the policy and current practice and asked if Assistant Director Della Santina could look at incorporating 30-minute booking times into the system.

Motion to approve the BTLA Meeting Room Policy as presented by Trustee Weil, seconded by Trustee Fredericks

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

Noes: None

Voting Results: Unanimously Approved/Motion Passed

9. **Holiday Business Hours**

This year Christmas Day and New Year's Day fall on a Friday and Director Duran would like the Board to consider different hours for the Eves. She stated there are shared concerns regarding the Super El Nino weather predictions and potential staffing abilities due to storms which are currently projected to be significant . Other Marin County library hours were presented as a point of reference for decision making.

Even if the library is open on the Christmas and New Year's eve dates, scheduled staffing will be light.

Motion to approve Option B - closed on Christmas Eve, open 9 a.m. to 1 p.m. New Year's Eve, made by Vice Chair Richards, seconded by Trustee Goldman

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

Noes: None

Voting Results: Unanimously Approved/Motion Passed

COMMUNICATIONS & ANNOUNCEMENTS

There were none.

CLOSED SESSION

Chair Sutton began to call for Closed Session and Trustee Fredericks asked to recuse herself from the session to avoid any appearance of conflict of interest since she sits on the Town of Tiburon's Council. (The Board reconvened at 7:24 p.m. after a short break.)

A. Public Comment on Closed Session - None
B. Conference with Real Property Negotiators Lori Liu (RWG Law) and Director Duran pursuant to Government Code Section 54956.8, related to property address 1501 Tiburon Blvd., Tiburon, CA 94920, APN 058-171-94
C. Report from Closed Session – direction given

ADJOURNMENT - Chair Sutton adjourned the meeting at 8:44 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:

- November 16, 2026
- December 21, 2026 (pending)

Respectfully Submitted,

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