



SPECIAL TOWN COUNCIL MEETING
Vice Mayor Burdo: 502 Center Avenue Martinez California 94553

Town Hall Council Chambers, 525 San Anselmo Avenue, San Anselmo CA 94960

Special Town Council Agenda

Wednesday, August 6, 2025

5:30 PM

Meeting held In-Person and via Zoom:

<https://us02web.zoom.us/j/85838079473>

Or Telephone: +1 669 900 6833 | Webinar ID: 858 3807 9473

How to Submit Comments Before the Special Meeting: Members of the public are encouraged to submit email correspondence to towncouncil@sananselmo.gov or eComments on the Agendas and Meeting page before the meeting begins.

How to Participate During the Meeting: Members of the public will have the option to speak during the meeting through the Zoom application by using their phone or an electronic device.

For PC, Mac, or smart phone, Use Raise hand function when public comment for an item is requested. It is a button that is located at the top or bottom of your screen, based on your electronic device.

For landline phones, raise hand to be recognized with *9

Please be advised that those participating in the meeting remotely via Zoom do so at their own risk. The Town Council regular meeting will not be cancelled if any technical problems occur during the special Town Council meeting.

1. Call to Order. Optional Pledge of Allegiance: A designated Council member will recite the Pledge of Allegiance for members of the Council and the public who wish to join in the recitation

2. Business Items:

In general, the following procedural order applies to business items:

- Staff Presentation

- Town Council Questions
- PUBLIC COMMENT – limited to 3 minutes/person
- Town Council discussion/action

2.1 Approve the Library Roof/HVAC and Interior Refresh Project. The Town finds this project to be categorically exempt from the requirement for the preparation of environmental documents under the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15301 Class 1, because it involves the maintenance and minor alteration of an existing facility with negligible or no expansion.
[Staff Report \(PDF\)](#)

3. Adjourn

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Town Staff at email savila@sananselmo.gov. Notification at least 48 hours prior to the meeting will enable the Town to make reasonable accommodations to help ensure accessibility to this meeting.

Any writings or documents provided to a majority of the Town Council regarding any item on this agenda after the distribution of the original packet will be made available for public inspection at the public counter at Town Hall located at 525 San Anselmo Avenue.

Notice is hereby given that Council may discuss and/or take action on any or all of the items listed on this agenda. If any of these matters above are challenged in court, you may be limited to raising only those issues you or someone else raised at any public hearing described on this agenda, or in written correspondence delivered at, or prior to, this Council meeting. Judicial review of an administrative decision of the Town Council must be filed with the Court not later than the 90th day following the date of the Council's decision (Code of Civil Procedure Section 1094.6) Any item not under discussion before 10:00 p.m. may be continued to the next regular meeting. Next regular meeting is August 26, 2025.

Administration Department
 Town Hall
 525 San Anselmo Avenue
 San Anselmo, CA 94960
 (415) 258-4691

Town Council
 Tarrell Kullaway, Mayor
 Steve Burdo, Vice Mayor
 Eileen Burke, Councilmember
 Chantel Walker, Councilmember
 Yoav Schlesinger, Councilmember

Staff
 David Donery, Town Manager
 Linda Kenton, Assistant Town Manager / Town Librarian
 Jeff Zuba, Finance and Admin Services Director
 Megan Holt Acevedo, Town Attorney
 Serge Avila, Town Clerk

Heidi Scoble, Community Development Director
Sean Condry, Public Works Director
Mattie O'Grady, Community Services Director
Mike Norton, Chief of Police
Dan Mahoney, Fire Chief

DECLARATION OF POSTING

This Notice is posted in accordance with Government Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the Town of San Anselmo website. Under penalty of perjury, this Agenda was posted to the public at least 24 hours prior to the meeting.

STAFF REPORT

TOWN OF SAN ANSELMO

MEETING DATE: August 6, 2025

AGENDA TITLE: Library Roof/HVAC and Interior Refresh Project

FROM: Department of Public Works

RECOMMENDATION: Staff recommends that Council make the following findings:

- (1) Approve the Library Roof/HVAC and Interior Refresh Project.
- (2) Authorize staff to advertise for construction bids.
- (3) Authorize the Town Manager to award the contract to the lowest responsive bidder.
- (4) Find the project categorically exempt from the California Environmental Quality Act (CEQA) (14 CCR § 15301).

SUMMARY

The San Anselmo Library is an essential community resource that serves residents of all ages, backgrounds, and needs. As one of the Town's most utilized public facilities, it plays a critical role in providing access to information, educational programming, internet services, and safe gathering spaces for the community during emergencies when it becomes part of the Town's Community Resource Center. The building's flat roof has not received significant repairs in over 60 years and requires a new rooftop. In addition, the library is in need of a new HVAC system and interior design refresh. The maintenance and upkeep of this public facility is critical to San Anselmo's community.

BACKGROUND

The San Anselmo Public Library first opened its doors in February 1915. The flat roof addition (known as the Reading Room) added much needed space in 1961 but has not been updated or replaced since its initial installation. A significant amount of patchwork has been required through the years to mitigate leaks from the roof that occur during the rainy winter months. The current heating system, which includes a hot water boiler that dates back to the library's original opening, is outdated and inefficient. Replacing it will improve air quality, energy efficiency, and overall comfort for library visitors and staff.

The library also requires new interior space planning to optimize the library patron experience and expand the children's area. Over the last 10 years, the library has seen a steady increase in families using the Children's Room and circulation of children's materials is the highest of all the library's collections combined. However, the space dedicated to serving youth occupies the smallest footprint in the building. The interior refresh will expand seating, add tables for homework or craft programs, and increase

the floor space. The reference and circulation desks will be combined to provide one point of service for patrons to streamline and improve customer experience.

DISCUSSION/ANALYSIS

This project requires the library to close for a few months. Staff expects to continue library services to pick up holds and other materials with a similar model as was used during the COVID era. Children's programs, due to their popularity and audience size, will continue to be offered on the Town Hall Lawn/Plaza, weather permitting (or in the Town Council Chambers as needed).

With the Council's authorization, Town staff will advertise the project for bid in mid-August so that work can begin between September and October, 2025.

FISCAL IMPACT

The current cost estimate for the new roof and HVAC system is \$680,000 which will be funded through the Town's Building Maintenance Fund combined with approximately \$100,000 from a BayRen Decarbonization grant for the HVAC. The interior refresh is estimated at approximately \$100,000 and these funds will be provided by Friends of the Library.

GENERAL PLAN CONSISTENCY

The Town finds this project consistent with the following General Plan elements:

- [Land Use Element](#) Objective 12: To maintain the current level of public services to the citizens of the Town and to continue to support improvements to public utilities as needed.
- [Safety Element](#) Policy S-1.5: Require public buildings are maintained to support their resilience in the face of natural disasters.
- [Safety Element](#) Action S-1.5a: Maintain the structural and operational integrity of essential public facilities during hazard events.

CEQA AND CLIMATE ACTION PLAN CONSISTENCY

The Town finds this project to be categorically exempt from the requirement for the preparation of environmental documents under the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15301 Class 1, because it involves the maintenance and minor alteration of an existing facility with negligible or no expansion of use.

This project aligns with the San Anselmo Climate Action Plan 2030 by reducing greenhouse gas emissions through energy efficiency upgrades and meets the following measures.

- E-3 Cool Pavement and Roofs with the installation of a cool roof.
- R-3 Building and Appliance Electrification through the installation of electric heating and air conditioning with a new HVAC system.