



**CITY OF PACIFICA
LIBRARY ADVISORY COMMITTEE**

October 12, 2016

6:30 – 8:00 P.M.

City Council Chambers

2212 Beach Boulevard - second floor

- | | <u>Allocated
Time</u> |
|---|----------------------------------|
| 1. Call to Order | |
| 2. Approval of September 14, 2016 Meeting Minutes | |
| 3. Oral Communications
This portion of the agenda is available to the public to address the Committee on any issue within the subject matter jurisdiction of the Committee that is not on the agenda. | |
| 4. Project Updates <ul style="list-style-type: none">- Work Plan and Schedule Review;- Draft Project and Process Goals;- Needs Assessment;- Library Building Program. | 15 minutes |
| 5. Palmetto Streetscape Presentation
Update on the proposed plans for the redesigned Streetscape along Palmetto. | 15 minutes |
| 6. Site Analysis (discussion)
Review the project site and surroundings relative to the program summary. | 45 minutes |
| 7. Project next steps
Tour of Mitchell Park library Saturday October 15th, 2016, as background for planning the new Pacifica Library. | 5 minutes |
| 8. Committee and staff communications | |
| 9. Adjourn | |

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MINUTES

September 14, 2016

**CITY OF PACIFICA
LIBRARY ADVISORY COMMITTEE
PACIFICA CITY COUNCIL CHAMBERS
2212 BEACH BOULEVARD**

- COMMITTEE PRESENT :** Cindy Abbott (CA);
Eric Ruchames (ER);
Trish Sholl (TS);
Chuck Evans (CE);
Caroline Barba (CB);
David Leal (DL);
Kathy Long (KL);
Mike O'Neill (MON);
Karen Ervin (KE);
Barbara Eikenberry (BE).
- COMMITTEE ABSENT :** Vanessa Powers (VP);
Jerry Crow (JC);
Laverne Villalobos (LV);
Rosie Tejada (RT).
- CITY STAFF PRESENT:** Planning Director Wehrmeister (TW)
Lorenzo Hines (LH)
Asst. Planner Smith (RS)
Exec. Asst. Coffey (SC)
- CONSULTANT TEAM:** Dawn Merkes Group 4 Architects (DM)
Andrea Gifford Group 4 Architects (AG)
Daheen Maeng Group 4 Architects (DMa)
- SMCL STAFF:** Julie Finklang (JF);
Tom Fortin (TF).

1. CALL TO ORDER

Chair Cindy Abbott called the meeting to order at 6:30PM.

2. APPROVAL OF AUGUST 17, 2016 MEETING MINUTES

MON moves to approve the minutes; CB seconds; approval of minutes passes unanimously by all members present.

3. ORAL COMMUNICATIONS

No public comment made.

4. PRESENTATIONS

4a. Fiscal Year 16-17 Budget:

LH gave a presentation to provide the Committee a foundational understanding of the City budget.

The presentation included the City Mandate; City Financial Overview; General Fund; Revenue Sources; Annual Budget Development; Increase in Financial Transparency; 2016/2017 General Fund Budget Details; Recommended Budget of \$30.7 million; and Labor Requirements.

San Mateo Library contributes funds to operate libraries and the City provides funds for building maintenance.

CA requested if it was possible for the operations budget and maintenance budget to be provided for the following meeting.

MON asked if the information existed for the cost of upgrading existing libraries.

DM the facilities assessment did not look at the cost to upgrade the buildings due to the severity of the upgrades needed to bring buildings up to modern standards. In order to meet the California Building Code (CBC) requirements for building upgrades, it would result in a reduction of around 25% of the existing library floorspace. The resource requirements, due to existing constraints, would likely be as much as the resources required to build a new library.

JF noted the easement over the Sharp Park library site.

CA inquired if the 2017/2018 budget would include 'priority based budgeting'.

LH this will probably not be included in the 2017/2018 budget, but preparations are being made to include within the 2018/2019 budget.

DL would the November ballot measure for the library bond generate its own fund within the budget.

LH the library bond, due to its nature, will have its own budget. Efforts will be made to make that budget as transparent as possible.

CA mentioned these presentations would be included in the binders for the next meeting. It is important for the Committee Members to be aware of the budget to be able to dispel any misunderstandings when discussing the project with people outside the LAC.

LH should Members not be able to answer residents questions, residents can be encouraged to submit questions through the City website.

4b. Library Project History:

Ellen Ron from the Library Foundation gave a presentation to provide the Committee with the Library Project History.

The presentation covered a number of topics including: History of County and City libraries; polling and outreach; Coastal Commission and availability of sites; Installation of new library on the City goal setting; The Page report which contains existing conditions and constraints of two sites; How the Foundation connects with the community; Conceptual Design; Principles of library programming and spaces; Prominent nature of library programs to the City populations; Benefits of library programming; Limitations of maintaining two libraries; Resource limitations which limit operating hours; Friends book sale programming; Small group spaces; Technology centers; Comparisons with other libraries; Size of spaces; Function of spaces; Parking; and Library open hours.

CB gave a history on the JPA including conception of single library for City. CB gave a description of the difference between the Library Foundation and Friends of the Library. The Friends of the Library is the public face of the library and operations. The Foundations role is to promote the new library, although this has never included any form of capital campaign.

ER referenced the Needs Assessment of the size of the existing libraries and the libraries relative need being determined by relative population size. The report identified deficiency in existing library size by around one third. Research is still available and valid through the City website.

CE David Wolf posted 10 of the world's finest libraries which gives a flavor of what might be achieved.

ER a lot of people have invested efforts to move this process forward which is not always reflected in some presentations. The site was chosen in 2011 (5 years ago). All work since then has been focused on creating a library in this location. Foundations focus has been to make the library happen, with 66.7% of Community support required to pass the library bond. The LAC is an extension of previous process.

BE in some instances where people do not support the library what can the LAC do to promote the library.

CA people should be referred to available information to inform the process. LAC's mission is not necessarily to promote the library.

E. Ron the library can be more than simply a book lending resource.

JF an example can be taken from today's programmed event where community sentiment was directed to support for a new library.

CA thanked participants for their presentations and the useful information.

TS the City is promoting events on Next Door.

CA Members should advocate for public attendance in the decision making.

5. DRAFT LIBRARY BUILDING PROGRAM

DM shared an updated schedule detailing additional community consultation events and community outreach, particularly for the needs assessment.

TS is it possible the hotel developer can be invited to present to the LAC?

TW meetings are scheduled to identify technical crossover between the projects.

DM joint presentation with the hotel would be a great opportunity and would be appropriate once joint meetings have been undertaken.

AG gave a presentation on library programming including detailed analysis of spaces for: Entry 400sf; Marketplace 2400 sf; Adult area 5600 sf; Quiet reading room 800 sf; Teen space 1000 sf; Children's area 5800 sf; Group study/small conference rooms 1200 sf; Meeting room 5000sf; Hub/Technology room 1000 sf; Studio/Maker space 1000 sf; Community partner space 1000 sf; Staff spaces 2300 sf; Exterior spaces TBD.

TF there is a large demand from patrons for quiet spaces within other libraries in the County.

KL the value of quiet space is very high and often these spaces are self-policing.

TF the opportunity to capitalize on all children's space will help to ensure large enough area for all groups.

MON what ages will be served in the individual spaces?

TF teen spaces tend to serve tweens.

DM the middle schoolers tend to use the teen spaces, elementary children will use the children's section and the high school students migrate between the teen and adult spaces. The tweens spaces are designed as teen spaces.

DM the meeting room area can be integrated as overflow space for other areas.

TS during the whale presentation, it would have been nice to have larger spaces to avoid turning people away. Some members of the public didn't realize the City is in the design phase for a new library to expand these services.

TF the 3D printers could be housed within the hub/technology room.

CA is there a chart available that shows the designation of the individual spaces, with square feet comparisons between existing and proposed buildings?

AG image of space distribution can be provided to the next LAC meeting.

TF the design would also incorporate family rest rooms.

ER it would be useful to include a column for parking provision.

AG parking in the site context will be developed through the site layout and will include discussions with the hotel developer.

Public Comment could the opportunity room be used for commercial operation?

DM Parks, Beaches and Recreation could be a good user of the opportunity space, similar to the use at Sanchez.

AG there is flexibility with the independent access to this opportunity space.

6. NEW LIBRARY TOUR.

TW library tour will be on October 15th at 1:00pm, directions are provided and members are requested to meet at the Mitchell Park library. Carpools of under 7 members would ensure there is no quorum.

CA requested members to reach out individually to arrange the carpools.

7. PROJECT NEXT STEPS.

TW the library tour will be a 'special meeting' to ensure the public are able to attend.

CA October 12th will be the next LAC meeting date, which is prior to the tour.

DM the next stage of the design process is the site analysis.

8. CONFIRMATION OF REGULAR MEETING DATES.

MON took the opportunity to thank Tom Fortin for his invaluable efforts to support the development of the new library and as he is leaving for a new appointment, he will be missed.

TF identified Rachel McDonnell as his replacement.

9. COMMITTEE AND STAFF COMMUNICATIONS.

TW on Tuesday, September 27th, 2016 the City will be having a study session on Sea Level Rise.

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SC notice for the Study Session will be posted to the City website with the location TBD along with the agenda.

TW will be absent for the next LAC meeting. RS will be the staff representative.
MEETING ADJOURNED.

Respectfully submitted,

Robert Smith
Assistant Planner

APPROVED:

Cindy Abbott
Library Advisory Committee Chair