



**CITY OF PACIFICA  
LIBRARY ADVISORY COMMITTEE**

**October 10, 2018  
6:30 – 8:00 P.M.**

**Sanchez Library  
1111 Terra Nova Blvd.**

**Call to Order**

- 1. Approval of May 9, June 13, August 8, and September 12, 2018 Meeting Minutes**
- 2. 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.
- 3. Project Schedule Update**
- 4. September 24<sup>th</sup> City Council Recap**
- 5. Community Outreach**
  - a. Press Release
  - b. On-line survey
  - c. Kiosk and intercept survey
  - d. Speakers Forum Opportunities
- 6. Sanchez Library**
  - a. Library Services at Sanchez
  - b. Community Services at Sanchez
- 7. New Sharp Park Conceptual design**
  - a. Building Program
  - b. Site diagrams
    - i. Site Capacity, Massing Options, and Parking Strategies
- 8. Committee and Staff Communication**

**Adjourn**

THE CITY OF PACIFICA WILL PROVIDE SPECIAL ASSISTANCE FOR DISABLED CITIZENS UPON AT LEAST 24 HOUR ADVANCE NOTICE TO THE CITY MANAGER'S OFFICE (738-7301). IF YOU NEED SIGN LANGUAGE ASSISTANCE OR WRITTEN MATERIAL PRINTED IN A LARGER FONT OR TAPED, ADVANCED NOTICE IS NECESSARY. ALL MEETING ROOMS ARE ACCESSIBLE TO THE DISABLED.



# DRAFT

**MINUTES**  
May 9, 2018

**CITY OF PACIFICA  
LIBRARY ADVISORY COMMITTEE  
PACIFICA SANCHEZ LIBRARY  
1111 TERRA NOVA BLVD., PACIFICA**

<b>COMMITTEE PRESENT:</b>	Cindy Abbott (CA); Tom Clifford (TC); Barbara Eikenberry (BE); Anne Evers-Hitz (AH); David Leal (DL); Kathy Long (KL); Eric Ruchames (ER); Kathy Shiokari (KS)
<b>CITY COUNCIL LIAISONS PRESENT:</b>	Deirdre Martin (DMa); Sue Vaterlaus (SV)
<b>COMMITTEE ABSENT:</b>	Caroline Barba (CB); Jerry Crow (JC); Kellie Samson (KS);
<b>CITY STAFF PRESENT:</b>	Planning Director Tina Wehrmeister (TW); Exec. Asst. Sarah Coffey (SC);
<b>CONSULTANT TEAM:</b>	Dawn Merkes, Group 4 Architects (DM) Andrea Gifford (AG); Daheen Maeng (DMg)
<b>SMCL STAFF:</b>	Julie Finklang (JF)

## **CALL TO ORDER**

Chair Cindy Abbott called the meeting to order at 6:41 PM.  
Approval of April 11, 2018 meeting minutes will be moved to the end of the agenda.

- 1. ORAL COMMUNICATIONS – None.**
- 2. Review Project Schedule, Project Goals and Community Outreach**

AG: First PMT meeting and Library Technical meeting have been held, as indicated on the project schedule in the presentation handout. We are concurrently working on exploring library programs and massing / site strategy options and preparing for the first round of outreach, which will kick off in summer months (July / August).

TW: Staff is expecting additional information from the Library in June. The outreach schedule may shift depending on the information received from SMCL. We still need to get clear direction from Council on what can happen with the Sanchez Library.

TC: Eggs & Issues event at Chamber of Commerce is set for discussion of library project as part of outreach. Date may need to be pushed back depending on when outreach is ready to be launched.

AG: We will hopefully have more on the outreach schedule at the next LAC meeting on June 13. We are working towards outreach / intercept kiosks at the 4<sup>th</sup> of July event on 7/4, Senior Lunch Program on 7/10, Farmers Market on 7/11. Outreach during the Friends of the Library book sale on 6/8 – 6/9 may be too soon, so it could be a modified outreach or may pull back from outreach at this event. A community meeting at Sharp Park Library and a public meeting are planned as part of outreach. Round 2 of outreach is planned for September / October. Library update / further discussion is scheduled for City Council meeting in November.

AG: There was a good turnout of ideas for speaker forums with different community organizations from the last LAC meeting. The list will be passed around again for more input / sign-ups for participation from LAC members. Group 4 can support the outreach planned for these community groups.

ER: What action is planned for the library item going to the City Council in November? There will be an election, and this will be a period of transition on the Council. There will be at least one new Councilmember, as Sue Digre's term will be expiring / termed out.

AG: It is planned for Council action / direction.

TW: The point about timing and Council transition is good. Will talk to City Manager about this. The City Council reorganization is the 2<sup>nd</sup> week of December.

JF: Outreach update – Sunset Ridge School pop-up library at the regular food distribution is scheduled from 8am – 10am on Thursday mornings. The next is in May, so that is too soon for outreach. The pop-up library has been extended from June 21 – August 9, so that will provide additional opportunity for outreach to participants. The Bookmobile visits. A Spanish-speaking staff member is recommended.

CA: suggest adding 4 & More organization to list of speaker forums for outreach. KL may be able to provide more information.

Ellen Ron (public audience): Recommends for outreach setting up in front of Safeway in Linda Mar or Fairmont Shopping Centers.

AG: Outreach at grocery stores has mixed results. Sometimes people don't take the time to stop for more information.

DMA: For community organization meetings, if targeting their July or August meeting, may need to consider that some take a break for the summer.

CA: Asked KS if it is OK to make presentations to school PTO's.

KS: It is OK before the issue is political / before it is on the ballot.

ER: Should we ask school boards for time to do a formal presentation? Should we ask for an agenda item at the governing board meeting?

KS: Pacifica School District will have a new superintendent. Will need to provide the new superintendent with some background first.

AG: At the April LAC meeting, there was discussion about process goals and messaging for a press release.

AG: In reviewing the Building and Site Goals summaries for Sharp Park and Sanchez, are there any additions needed?

ER: For Sanchez, just take out the reference to "downtown".

### **3. Sharp Park Library – Confirm LAC Design Values, Site Analysis, Building Program**

AG: Handouts were provided at the April LAC meeting showing examples of several categories of design values for an informal vote by LAC members on preferred design values for Sharp Park and Sanchez libraries. There were 9 categories of design values evaluated for Sharp Park Library, focusing on exterior design: Coastal Design, Warm & Inviting, Civic, Modern Traditional, Site Context, Modern California, Small Town, Transparent, Colorful. The Colorful design value was not well received and did not get a lot of votes.

CA: What do the pluses and minuses represent on the design values summary slide?

AG: The pluses and minuses represent the votes / feedback from LAC at the last meeting for each of the design value categories. We may potentially drop the Colorful design value that received negative results.

CA: The Transparent design category did not seem too positively received, either.

AG: It could be that we missed the mark with the images that were presented, and the selected images did not convey the design value well. Is it too soon to drop design categories?

CA: What will be done with the design values that are selected?

AG: These design values will be presented to the community for feedback, then Group 4 will use the design values to develop designs that embody the preferred values. We may use the top 3 – 4 design values rather than selecting just 1 design value.

TC: With the Transparent design value, concerns may be the cost of a lot of glass, cleaning the glass, heating and cooling.

AG: For a 2-story building with steel structure, we can still design for Transparent design with cost-saving features, using sunshades, double insulation and films on glass to control need for heating/cooling and cleaning.

KL: How do you keep people from anchoring on specific pictures instead of the general design value?

AG: Think of it as similar to a Pinterest board, where you may save things you feel / relate to. Which pictures have the right kind of feel that encompass the design value?

DM: Different images will resonate with different people. We don't want to hone in on a narrow style or structure; we want to give the community a range of options. LAC can narrow the design values a bit, but still leave a sufficient range to present to the community.

AG: A positive consideration for the Transparent design value is allowing views of the surrounding area.

DM: Transparency also allows people to see what activities are going on inside of the library.

TC: Because cost is a consideration, we want the “biggest bang for our buck.”

DL: For the Sharp Park site, some of the pictured designs will not work with this site’s footprint, which is narrow and tall.

AG: Rooflines, materials and how the style is implemented would need to be modified and scaled to the design of the specific site, but the architects would take the feel of the image and apply that design value to the specific site.

TW: When the community considers multiple sites, do the community’s design values change depending on the site?

DM: They do change because the scale and context are different at different sites. The context will inform the design. Sharp Park Library along Palmetto will be in the downtown area and serve as an anchor, so it would have different design values. For Sanchez, the question would be how to do an addition. As an example, there are 3 libraries in Palo Alto and each are very different and very much informed by design values.

AG: There are also ways to unify the different designs by branding and still have different design values and styles at different sites.

ER: Agree with DL comments – it is easy to get stuck on the images and wonder how a particular design will sit on the Sharp Park site with 2 levels of parking underneath.

AG: In June, we will come back with some information on massing. We are working on the site survey, and should be done this week or next week.

CA: What do we want to do with the design values Transparent and Modern, which did not rank well in feedback from LAC?

DM: Let’s look at some new sets images for the design values first.

AH: What defines the Coastal design value given the set of images?

AG: Coastal design value features materials such as wood, sun shading.

JF: Can we incorporate solar panels?

AG: We could look at optimizing rooflines for solar.

AG: The Civic design value also seemed to receive some negative feedback.

JF: Consider that the “downtown” location is actually located in a residential neighborhood.

CA: The Civic design value did receive negatives on the first pass.

ER: The name “Civic” may be perceived as negative, but the images may not be seen as negative.

JF: Can’t picture these designs in that neighborhood.

There was a consensus among the group to eliminate the “Civic” design value from further consideration. AG will note Civic as eliminated.

DMA: Confused by the unused space in the images for “Small Town” design value.

AG: Architects can use volume to bring in light (skylights, clear stories), hide mechanical units, storage space.

AG: The new images for the “Transparent” design value also seem to be getting negative feedback.

DL: One positive for “Transparent” is that if you can see in, you can see out. It would be good for views. While I don’t like these specific images, I do like Transparent as a value.

CA: Should we eliminate “Transparent”?

TC: We could eliminate “Transparent” as a separate category, but incorporate it into other design values.

Consensus on Modern Traditional to keep as a design category.

Consensus on Modern California to keep as a design category.

CA: When the design values go out to the community for feedback, will people be given dots to “vote” for their preferences?

AG: Yes, they could vote with dots or choose images or categories in an online survey format.

AG: Considering the Building Program, we look at core spaces together with library opportunity spaces such as a maker space, gallery, program room, partner space. We included feedback from the April LAC meeting in the Other category, also: observation deck, recording room, fishing / surfing gear rental (could pilot a gear rental program).

TC: For the gear rental, may consider checking with local businesses in the area in case the library program would compete with their business.

CA asked about the other core spaces.

AG confirmed we will definitely have the core spaces. The library opportunity spaces represent additional opportunities for spaces in addition to core spaces. We can look at trade-offs if reducing the square footage of the library. For example, could we creatively incorporate the gallery space into another space within the library?

JF: There is opportunity to look at flexible use of spaces, also. For example, study rooms can be used for other activities at different times of day.

CA: Some people in the community had talked about having a café space.

JF: The library café has been a business model that is challenging and often not able to be profitable. Is there a real need for the café space? Other options to consider could be vending machines with options for fancy / customized coffee drinks.

DL: A lot of those businesses are pop-up / mobile type cafes / carts. You can roll in / out a food cart. The bottom left image in the Coastal design value shows are space that could be a 24/7 art space visible from the street. Art lit up at night with a pop-up food / drink vendor could create a vibrant, attractive space. Pop-up / mobile food vendors attract a social media following, often pushing out information on their operating locations in Twitter feeds.

JF: For rentable space in the library, it would be the City collecting the revenue, not the library.

BE: Why would a library need a café?

KL: In a library in an academic setting, people will often want to bring snacks to have while studying. Agreed with JF that the café doesn't really work well at the library. Interior cafes take up too much library space. Cafes in an adjacent location separate from the library are better. Vendors typically do not like captive locations.

ER: Retail / flexible space is a secondary or tertiary priority. This has to be considered only after we get the core spaces in.

CA: What will we be doing with the Library Opportunity Spaces? Are we going to be talking to the community about these?

AG: No, we are not taking these to the community for feedback / discussion.

AG presented the Stacking Bubble diagrams for Sharp Park, and explained each of the options presented. Group 4 will continue to refine these and bring back the options with more detail. We are talking to Library staff about these and how to service / staff the different options. Library service delivery considerations may drive fewer options.

#### **4. Sanchez – Confirm LAC Design Values, Site Analysis, Massing Options**

AG: We will review the Sanchez Library information to be sure everything from the April LAC meeting was captured. Sanchez is in a C1 community commercial zoned district. It is a large site with an active utility right-of-way that may present limitations. A building cannot be built over the red line indicated on the diagram. There is an existing one-way loop-through parking lot. The diagram shows access route from Highway 1. There are solar / photovoltaic options, environmental conditions are good for harnessing solar. Several slides show view sheds from the Sanchez site and illustrate the community garden, courtyard area and surrounding neighborhood. The Sanchez library design will be a renovation. The 6 design values under consideration focus on the interior design. LAC members will be given 3 dots to “vote” for the preferred design values for Sanchez interior design.

CA: In trying to expand the space, how do we draw the line for not completely changing and going over budget?

AG: Interior design will focus on moveable elements, not the architecture. We will look at finishes and types of furniture. The 6 design values categories for consideration for Sanchez are: Warm & Welcoming, Colorful & Bold, Indoor / Outdoor, Contemporary, Comfortable & Cozy, Modern California.

AG: We are currently working on programming summaries with the Library to understand how we can operate both libraries. If we were to do an addition at Sanchez, we can consider different ways the addition can be treated: re-create or replicate the style / architecture, complement the existing architecture, or contrast with existing architecture. We would also consider how we could expand with the addition in the massing strategies. Preliminary 3 options include an addition to the northwest, an addition to the southeast or an addition to the north.

JF: The garden is all on raised beds that can be moved, so we don't need to be concerned with interfering with the garden.

SV: What is the utility easement?

AG: It is a large storm drain. We cannot build over this easement due to access requirements.

DM: The parking lot will change, and we can definitely get all the parking needed to an expansion at Sanchez.

AG: For Option B Sanchez addition to the southeast, we can re-create or complement the existing building architecture. For Option C addition to the north, a separate building would be located across the easement with a breezeway or walkway to connect the two buildings. This option would lend more presence to the library building along Terra Nova Boulevard. We are talking with the Library and City about how these might be able to work operationally.

JF: Why did you not consider making a U-shape around the back?

DM: Difficulty of access.

TW: We also do not want to hinder what the City may do with the rest of the site at Sanchez nor commit the City to a particular use of the rest of the site.

#### **5. Approval of April 11, 2018 Meeting Minutes**

KL moves to approve the April 11, 2018 meeting minutes as drafted; TC seconds. Unanimous approval of minutes.

**6. COMMITTEE AND STAFF COMMUNICATIONS**

TC: At the last Planning Commission meeting, one Commissioner had the impression that we had voted on the design for the new library and that TC clarified to the Planning Commission that no specific design had yet been selected and that the design would come to the Planning Commission at the appropriate time.

MEETING ADJOURNED 8:03 PM.

Respectfully submitted,

Sarah Coffey  
Executive Assistant

APPROVED:

---

Cindy Abbott  
Library Advisory Committee Chair



# DRAFT

## MINUTES

June 13, 2018

**CITY OF PACIFICA  
LIBRARY ADVISORY COMMITTEE  
PACIFICA SANCHEZ LIBRARY  
1111 TERRA NOVA BLVD., PACIFICA**

<b>COMMITTEE PRESENT:</b>	Cindy Abbott (CA); Caroline Barba (CB); Jerry Crow (JC); Barbara Eikenberry (BE); Anne Evers-Hitz (AH); Kathy Long (KL)
<b>CITY COUNCIL LIAISONS PRESENT:</b>	Deirdre Martin (DMa); Sue Vaterlaus (SV)
<b>COMMITTEE ABSENT:</b>	Tom Clifford (TC); David Leal (DL); Eric Ruchames (ER); Kellie Samson (KS); Kathy Shiokari (KS)
<b>CITY STAFF PRESENT:</b>	Planning Director Tina Wehrmeister (TW); Exec. Asst. Sarah Coffey (SC);
<b>CONSULTANT TEAM:</b>	Dawn Merkes, Group 4 Architects (DM) Andrea Gifford (AG); Daheen Maeng (DMg)
<b>SMCL STAFF:</b>	Julie Finklang (JF); Rachel McDonnell (RM); Rachel Evans (RE)

### CALL TO ORDER

Chair Cindy Abbott called the meeting to order at 6:35 PM.  
Approval of May 9, 2018 meeting minutes will be moved to the end of the agenda.

#### **1. Review Project Schedule, Project Goals and Community Outreach**

AG: City and Library staff and working on operational models. We are holding off on community outreach until site service / operational models can be worked out in more detail. We are targeting for outreach to begin in August / September, with conceptual design outreach in October / November. There will be no LAC meeting in July.

TW: Skipping July LAC meeting will allow work on operations discussions to catch up.

CA: Will there be any 4<sup>th</sup> of July outreach? That was one of the biggest outreach efforts last year.

TW: 4<sup>th</sup> of July outreach is on hold.

AG: We are hoping to do outreach at Fog Fest in September.

CA: Can we do so any earlier outreach?

The Committee discussed additional event ideas for outreach.

JF: The Sunset Ridge Food Sharing program occurs on Thursdays in the summer from 11am – 2pm. Upcoming dates are June 21, 28, skipping 4<sup>th</sup> of July week, then weekly until August 9. It is advertised on Second Harvest website, KRON4 news and website. This is an opportunity for outreach to a lower income and more diverse demographic.

DMA: The Pacifica Beach Coalition will have a Whale Town event / presentation on August 24 at the Community Center, including booths, artwork, representatives from the Marine Mammal Center and expects to attract around 200 people. There will be a movie night focused on Sea Stars. Coastal Cleanup Day is the 3<sup>rd</sup> week of September – the week before Fog Fest, and the library will have a booth there.

AG: Is there a library movie night?

SV: That is on Saturday, July 14<sup>th</sup>.

DMA: Regarding the movie night, isn't that already the library crowd?

JF: The Half Moon Bay Library Grand Opening is on August 18. There will also be a library movie night in August. We typically get 50 or more people. What about the Pacifica Democrats meeting?

AG: Additional ideas can be emailed to TW.

JF: The Rockaway Tree Lighting is well-attended, rivaling the attendance at the 4<sup>th</sup> of July event. At the last Tree Lighting, the library gave away 300 books, and we could have easily doubled that.

KL: The Pedro Point Chili Cook-Off is August 12 and draws a crowd. We could set up outside.

## **2. Sharp Park Library –**

### **Confirm LAC Design Value Results**

AG: New images were added at last meeting. LAC input on design values was confirmed.

### **Evaluation Criteria**

AG: Evaluation criteria for the building is in progress. We will refine those criteria and bring them to the next LAC meeting in August. We are working on criteria for massing like we did for the sites. For prerequisites: functional as a library building; sustainability / LEED Silver; accessibility – consider site accessibility, parking; economic impact – consider downtown district, synergy, library as a catalyst, connectivity; environment – design for the coastal environment.

### **Site Options, Massing, and Parking Strategies**

AG: For massing strategies, consider architecture a little, but also look at how the library can function and fit on the site from a massing standpoint and how to fit it into a downtown and residential area. We will not bring in input from the community yet until we get confirmation of

the scale and rooflines. We will consider 2 levels of garage for parking. The pink line in the diagram on the handout is the proposed easement for access to the adjacent apartment building through the garage for parking and garbage pickup.

CA: The street grade is much steeper than it is shown in the diagram.

AG: It may be that the angle is hard to tell in the diagram, but the topography is correct. The lobby would be Palmetto-facing.

JF: How will the building affect the lighting to the house adjacent?

AG: The building will be on the north, and the house on the south. The library building would cast a shadow onto Hilton. In winter, it could potentially impact lighting to some houses next to it.

CA: Is the height above what the current building is?

AG: Yes. There will be parking on 2 levels and 2 floors to the library.

CA: Are we blocking the views from Hilton homes now?

AG: All of the homes are one-story homes, and they may not be looking over the library now.

JF: What about the apartment building?

AG: We will note the surrounding buildings and check if any views are impacted. In Option A in the diagram, the 2<sup>nd</sup> floor of the garage is higher (10 feet taller) than in Option B.

DMg: The height for both should be about the same. The 2<sup>nd</sup> floor community room would be on the hill.

AG: Square footage would be an event split of 15,000 square-feet per floor. In Option 2, there is a 2-level garage, but the square footage would not be evenly split between the 2 library floors: 20,000 square-feet would be used for a full build-out of the 1<sup>st</sup> floor and we would minimize the 2<sup>nd</sup> floor using only 10,000 square-feet. This would impact the Hilton neighborhood less. Option B is a very rough draft and includes a small terrace. In Option A2, there is little room for outdoor space, as we would be building out the full site.

Ellen Ron (public comment): For the easement, do the garbage trucks go through the easement?

AG: The garbage collection trucks would go through the garage.

DM: May consider relocating the trash enclosure for the apartment off of Hilton instead.

Ellen Ron: Is there no flat, street-level opening?

AG: There will be a grade change and a ramp / stairs.

DM: No more than a 4% grade to get up through the lobby.

AG: Option B would have access through Hilton Way. The garage would be sunken in lower so that the full scale would appear to be a 2 or 3-story building. Access to the lower level of garage would be close to Palmetto and Pacific.

DM: We held the technical meeting with Public Works today, and Option B was the preferred option.

TW: The City would seek to do a lot line adjustment for the apartment to own their own driveway.

DM: The grade is steep and the garbage trucks would not be able to access the area. If the easement is off of Pacific, there is some grade change – 18 feet from bottom to top of the site.

AG: In the East-West view option there is a lot of outdoor rooms & decks. The scale of the building is decreased. We can create an unequal floor option, as in Option B2. Because the garage is sunken in, we cannot put the larger floor on the bottom. We need access to daylight and windows for the LEED Silver rating. The first floor would be 10,000 square feet and the 2<sup>nd</sup> (top) floor would be 20,000 square feet. We will come back and create massing options incorporating design values at a later date.

CA: For Option A (both versions), would walk-in public access from North Palmetto / commercial area need to walk past the parking structure? It looks like Option B has a walk-in option closer to where people would be coming from.

AG: We will continue to evaluate access options and preferences.

AG added a correction to an earlier statement to clarify that the garbage trucks would not go through the garage.

DM: We will work with library staff to come up with a functional library plan and it will be vetted through the LAC, but will not go out to the community at this level of detail. We will internally vet the options to find the best options to bring to the community.

### **Building Program Bubble Diagrams**

AG: The stacking bubble diagrams are still preliminary. Option A shows 1<sup>st</sup> floor childrens, 2<sup>nd</sup> floor with community room and adult areas. "Xs" indicate elevator circulation corridors oriented towards Palmetto. Option B works more with an uneven split with library services all on one floor. The 2<sup>nd</sup> floor with smaller footprint (10,000 sq.ft.) would host a suite of meeting rooms, opportunity space and a 5,000 sq.ft. community room. It may need to have some staff. The County Library initial preference is to have library services all on one floor, and more self-service options on the other floor.

JF: Library staff prefers to have adults and children on the same floor. Having these spaces on separate floors is inconvenient and lends itself to parents leaving children unattended.

CA: Could we make the community room have a good view?

AG: The 2<sup>nd</sup> floor will have views to north and south. The lobby could have a pre-function gallery space.

JF: Is the lobby a 2-story open space?

AG: There is a vertical circulation tower with 2-story circulation space. If Option B is preferred, the community room would be on the 1<sup>st</sup> floor and all library services would be on the 2<sup>nd</sup> floor.

CB: How do we not need an elevator?

AG: We can key the elevator to lock down / lock out floors or use gates to close off the 1<sup>st</sup> floor to the stairs.

RMc: We want to most efficiently operate the library and use of resources, so County Library staff prefers to operate library services on one level.

JC: What is "GSR" in the diagram?

AG: "GSR" = Group Study Room; "RR" = Restroom

CA: Is there no teen space?

AG: Figure A2 should have teen space, too.

DM: We will work on syncing up the bubble diagrams with the massing diagrams. Right now they are independent.

AG: We will also correlate massing options with floor plans.

DM: The site strategies goal for tonight was to put some visuals to the massing and scaling of the library options.

### **3. Sanchez – Confirm LAC Interior Design Value Results**

AG: No additional updates at this time for Sanchez. We have just summarized the Committee's votes on interior design values from last meeting.

#### **4. ORAL COMMUNICATIONS**

Ellen Ron: I see the advantage to having all library services on one floor, but I really like Option B1. How do you satisfy both? Can you move the teen space to a separate floor?

#### **5. COMMITTEE AND STAFF COMMUNICATIONS**

CB: Friends of the Library Book Sale made \$3,500 and went very well.

CA: I always provide an update on the library project at PB&R Commission meetings, and the Economic Development Committee also gets updates from DL.

CA: No quorum was met to vote on the meeting minutes from the May 9<sup>th</sup> meeting. Voting to approve the May minutes will be pushed to the August meeting. There will be no July LAC meeting.

MEETING ADJOURNED 7:41 PM.

Respectfully submitted,

Sarah Coffey  
Executive Assistant

APPROVED:

---

Cindy Abbott  
Library Advisory Committee Chair



# DRAFT

## MINUTES

August 8, 2018

**CITY OF PACIFICA  
LIBRARY ADVISORY COMMITTEE  
PACIFICA SHARP PARK LIBRARY  
104 HILTON WAY, PACIFICA**

**COMMITTEE PRESENT:**

Cindy Abbott (CA);  
Caroline Barba (CB);  
Jerry Crow (JC);  
Anne Evers-Hitz (AH);  
David Leal (DL);  
Eric Ruchames (ER);

**CITY COUNCIL LIAISONS  
PRESENT:**

Deirdre Martin (DMa);  
Sue Vaterlaus (SV)

**COMMITTEE ABSENT:**

Tom Clifford (TC);  
Barbara Eikenberry (BE);  
Kathy Long (KL);  
Kellie Samson (KS);  
Kathy Shiokari (KSh)

**CITY STAFF PRESENT:**

City Manager Kevin Woodhouse (KW);  
Planning Director Tina Wehrmeister (TW);  
Parks, Beaches & Recreation Director Mike Perez (MP)  
Exec. Asst. Sarah Coffey (SC);

**CONSULTANT TEAM:**

Dawn Merkes, Group 4 Architects (DM)  
Andrea Gifford (AG);

**SMCL STAFF:**

Julie Finklang (JF);  
Carine Risley (CR)

### CALL TO ORDER

Chair Cindy Abbott called the meeting to order.

#### **1. Approval of Meeting Minutes**

Approval of May 9 and June 13, 2018 meeting minutes will be pushed to next meeting (no quorum).

#### **2. Oral Communications**

None – will be incorporated during meeting discussion.

### 3. Sanchez Library Operational Model

Staff presented an easy-access, unstaffed library model and show a video an example from Livermore.

JC – What would be the cost of maintenance for equipment? JF – minor compared to cost of staffing.

AH – How did the community receive the model? CR – Some members miss the social aspect but a core group of users appreciate the services. DM – There would be additional opportunities for community programs by PB&R to provide a more social aspect and liveliness to the space.

DMA – Any stats on usage before/after? CR – Seems stable and constant.

DMA – How about computer usage? CR – The library could still provide self-check laptops and other models to continue to provide computer needs.

SV – Provide 50 hours at Sharp Park and 10 at Sanchez, correct?

CR – The easy access card allows additional hours to Sanchez.

SV – It seems given our population we should get additional hours.

ER – How does hours of service and levels of service equate? Limited staff doing an hour program at Sanchez doesn't seem to equate to a fully staffed hour at Sharp Park.

CR – Still working on this and haven't seen the final layout of Sharp Park.

KW – Until we have the design and layout of the branches it is hard to equate the definition of what a level of service is and how it can be provided. The goal would be to continue to work towards providing more hours at Sharp Park. We also can look to other community groups to help fund the additional level of service i.e. Foundation or Friends of the Library.

ER – 5,000 visits, not visitors, correct?, JF – yes.

ER – We need to look comprehensively at how these services can be provided at both facilities, not just automated services, but library services and programs, community activities and programs, outdoor spaces.

CB – Is there automated holds? JF – yes

CB – Is there a way to integrate this into the community and train and do provide additional outreach to the community?

DL – Did they limit hours? CR -- Yes, 8am-8pm

DL – What about the potential for vandalism? CR – pleasantly surprised by the limited amount, account this to the key card access and security cameras.

CB – Is there a panic button or phone? -- Yes,

TW – The design could provide transparency to keep the community eyes on the facility as well.

CR – They don't provide restrooms.

SV – How big is it? CR – don't know, we will find out and provide that information.

DL – How do you, your library card tracks your branch and e-material check out?

DL – Was there a funding source or grant? DM – I believe that (Livermore) got a LMS grant.

CA – How does the panic or security work? CR – It uses the telephone and cameras, but we would look to newer technology.

CA – Is that tied back to staff at Sharp Park Library? -- Yes. S

CA – So that would be limited to when Sharp Park is open, correct? How many hours of program are at Sharp Park? Can we get the statistics and data? We want to be sure we are providing the hours needed to support a main library.

CA - Could this technology could also be used to streamline services at Sharp Park?

CR – It is definitely worth investigating.

CA – It could make the service levels stretch further.

CA – What other programs or services could be provided by PB&R at Sanchez?

MP – We are interested in how the library would work and the synergy between the two. It could be used for community member rental and parties, as well as community group meeting spaces. We can look at revenue generation to offset additional staffing, potentially provide additional senior programs, maybe a playground.

ER – It is great to hear about developing the outdoor recreational space, very intriguing idea.

MP – That provides additional eyes on the facility, too.

SV – The key is to train and ease the community into this service model.

JF – Currently 78% of checkout are at the self-checkout machines. The model could be great as it can be more than just library services with the added community services.

Pros – additional hours, continue the great programming, other PB&R activities with the shared space

Cons – training

Public Comment:

Ellen Ron - Concern about how many hours the new library would be open. Library aides (instead of librarians) could be used at Sanchez - that might be able to stretch the operational hours. Interested in the usage at Livermore between the Main and Branch. Likes the idea of being to get my materials, but concerned about the potential lack of social space, sitting space.

CA – What is the vision of the shared space?

DM – We will continue to work with MP and City staff on conceptual ideas for how shared space could evolve.

Public Comment:

Mike Ransom - Concern about maintenance of the equipment. If the equipment goes down, the library services stop. Make sure that is minimized.

#### **4. Sharp Park Library –**

AG: As the Sanchez operational model is evolving, we have been continuing to work on the design of the Sharp Park library. Presented the same types of spaces we have discussed, but updated based on input from library staff and how library spaces evolve. Dividing up 30,000 sq. ft. into spaces. Core spaces include: entry area (1,000 sq.ft.) – service desk, self checkout, automated return; Children’s space (5,000 sq.ft.) with a variety of seating and dedicated activity space; Teen area (900 sq.ft.) including comfortable seating and technology; Adult space (4,500 sq.ft.) including a quiet reading area. Opportunity spaces: Large Community Room (5,200 sq.ft.) with kitchen, storage and ability to be divisible; Gallery space (200 sq.ft.); Friends of the Library / Book Sale space (100 sq.ft.); Group Study spaces for 4-person, 8-person and up to 12-person capacities (1,000 sq.ft.); Makerspace (1,200 sq.ft.).

CR: County Library has put together a Makerspace Master Plan, which has received very positive reception by the Governing and Operating Boards. Half Moon Bay's new library opens in 2 weeks, and has a great maker space. Working with Belmont and Foster City on maker spaces. Each are tailored to the individual community & complementary to others in surrounding areas. Create opportunities to partner with local community groups (e.g. HMB focus on quilting).

CA: Visuals are great. Can we compare to current spaces to see how the library spaces are changing?

DM: Yes – will do that. 2 options for staffing diagrams for Sharp Park. 2 options for massing diagrams. Will apply design values feedback to apply to massing diagrams.

AG: Sharp Park stacked design with an equal split, library program on 2 floors. Lower = children's, teens and makerspace. Upper = adult and large community room. Community room could be open nights/weekends & can be used separately from the library.

ER: Diagram A2 – What would go between the community room and the street where the existing building is?

DM – Potential for a deck or opportunity space.

AG: Bubble diagrams are not a floor plan. Their shape reflects the space, but design will continue to be refined. Diagram B shows an unequal split, with the majority of opportunity space on the 10,000 sq.ft. floor on the upper level.

CB: Would this option be more efficient for staffing?

DM: Yes – the single floor plan for library services is preferred by library staff.

AG: Option B floor plan is perfect for operating the second floor separate from the library.

AG discussed massing strategies. Option A is an equal 15,000 sq.ft. for each floor, with 2 levels of below-grade parking. Parking access by 2 ramps, one on Palmetto / Pacific and one on Hilton Way.

DM – Signage would show parking spaces available. Massing can be refined to respond to sensitivity of neighbors. There are opportunities for decks, and the views are very good with these floor plates. It would be about at-grade on Hilton Way and 1 level down.

CA – Are the buildings in the neighborhood in the diagram to scale?

DM – Yes.

AG – At the lower level of parking, there are no library services. Some potential for usable space. DM – such as potential retail / commercial space in the purple space in the diagram.

AG discussed Option B with a 10,000 sq.ft. (upper floor) / 20,000 sq.ft. (lower floor) unequal split between levels. The scale of the building in the Hilton residential area looks like a 1-story building. The unequal split make the scale of the building appear smaller.

CB – Where is the entrance?

AG – The green square area in the diagram is a vertical lobby.

DM – From parking / street level, there is a vertical entry by elevator.

AG – It would be a larger lobby.

DM – An example is the rose garden in San Jose.

AG – Opportunity for leasable space in the lobby. Some limitation of outdoor space due to large footprint on 1<sup>st</sup> floor and building out the site more. 2<sup>nd</sup> floor could have expansive outdoor space

CA – Will it look different applying design values? Right now it looks daunting to the surrounding neighborhood.

DM – There may be opportunity to help sculpt 2<sup>nd</sup> floor with this massing.

Public Comment:

Ellen Ron – In the 10/20 split design, is there no outdoor space for kids?

AG – It would be significantly less. Need to be concerned w/ topography and lighting. 2<sup>nd</sup> floor will be built into the hillside.

Public Comment:

Mike Ransom – Do all options envision an elevator?

DM – Yes.

## 5. Update on Project Schedule

CA - Outreach plan – it looks like the sign-up sheet for outreach is missing.

TW – We are behind on outreach schedule, as we were looking for a viable path forward for Sanchez and exploring operational models. Need to report back to Council – likely 1<sup>st</sup> Council meeting in October for direction. Then schedule re-introduction / re-imagining of the project and outreach to the community.

CA – Have activities in July shifted?

DM – Will shift July outreach activities to October, after the Council meeting. Round 1 outreach would be for an 8-week period. Intercept kiosks can be planned for bazaars around Christmas season.

CA – Missed opportunity for outreach in July. Thanksgiving and holidays are not a good time for outreach. What prep is needed for the City Council meeting?

TW – Will discuss more internally about PB&R programming at Sanchez, site plan and architecture.

DM – We can draft and proof 1st round of outreach.

CA – Potentially leaves only 1 month for outreach before holidays.

DM – Can continue 1<sup>st</sup> round of outreach into January. Group 4 budgeted to support outreach. Taking the time to get it right and have information / answers before going to the public is important.

CA – has a couple of meetings to groups scheduled in September that would need to be cancelled.

DM – LAC documents are public. May be able to hold mtgs and discuss the work that LAC has been doing. Check with TW for guidance.

DMA – Video from Livermore easy-access is not very appealing.

JF – Concerns with video – some of what they are doing can be considered barriers.

DM – This is an opportunity for focus groups, particularly in Sanchez area for early input into proposal.

KW – Can get input on pros / cons of this operating model. Can talk about pre-outreach.

DM – Maybe JF can help select some Sanchez users for input.

KW – Fog Fest potential outreach, as that will be the week before the Council meeting & prep would mostly be done. Focus on what an exciting space Sanchez would have with this model.

## 6. Committee and Staff Communications

Library Advisory Committee Minutes  
August 8, 2018  
Page 6 of 6

DRAFT

None

CA: No quorum was met to vote on the meeting minutes. Voting to approve the May, June minutes will be pushed to the September meeting.

Motion to adjourn meeting by CB; ER seconded.

MEETING ADJOURNED 8:12 P.M.

Respectfully submitted,

Sarah Coffey  
Executive Assistant

APPROVED:

---

Cindy Abbott  
Library Advisory Committee Chair



# DRAFT

## MINUTES

September 12, 2018

**CITY OF PACIFICA  
LIBRARY ADVISORY COMMITTEE  
SANCHEZ LIBRARY  
1111 TERRA NOVA BLVD., PACIFICA**

**COMMITTEE PRESENT:** Cindy Abbott (CA);  
Caroline Barba (CB);  
Jerry Crow (JC);  
Anne Evers-Hitz (AH);  
David Leal (DL);  
Kathy Long (KL);  
Eric Ruchames (ER);

**CITY COUNCIL LIAISONS  
PRESENT:** Deirdre Martin (DMa);

**COMMITTEE ABSENT:** Tom Clifford (TC);  
Kellie Samson (KS);  
Kathy Shiokari (KSh)  
Sue Vaterlaus (SV)

**CITY STAFF PRESENT:** Planning Director Tina Wehrmeister (TW);  
Mike Perez (MP)

**CONSULTANT TEAM:** Dawn Merkes, Group 4 Architects (DM)  
Andrea Gifford (AG);  
Daheen Maeng (DMg)

**SMCL STAFF:** Julie Finklang (JF);  
Carine Risley (CR)

### CALL TO ORDER

Chair Cindy Abbott called the meeting to order.

#### **1. Approval of Meeting Minutes**

Approval of meeting minutes will be pushed to next meeting (no quorum).

#### **2. Oral Communications**

None – will be incorporated during meeting discussion.

### 3. Proposed System Strategy

#### a. Vision for a 2 Branch System

CA - not specific partnership with PB+R but looking at more general partnerships? Group 4 to make changes to the slide.

#### b. Sanchez Library

Committee comments questions from August meeting – intention for this slide is to go-over outstanding questions. CA – question 1 has not been answered. Should we come back to this on the next meeting?

JF - Library use number of events, not number of hours – for month of June 2018, number of children's program = 7, number of adult events = 6, number of teens events = 1. Approx 3 – 4 programs / week; approx. 10 hours / week.

CR - June is a highly programmed month, summer readings, etc.

ER - question about staffing, how does hour of service and levels of service equate – limited staff doing an hour program at Sanchez doesn't seem to equate to a fully staffed hour at Sharp Park. Comparing apple to an apple. Reason this is important is because of the financing piece – number of staffs, hours of services provided.

- a. What is the staffing per hour range?
- b. What is Half Moon bay?
  - i. Size of the library ~22,000sf
  - ii. CR – 8 staff

CA - What does that give us today? Current use and program statistics for both libraries? We don't want to design something that we can't afford or can't have the staffing for.

CR - we have to plan with existing staff

ER - need to consider staffing, finance

TW - city is trying to design something efficient with design/architecture, staffing, and technology so that the new library: 60 hours

KL - is hours of services right matrix to use?

60 hours = open hours. How many staff are located at the facility per hour?

DM - even with self-service, there are some hours needed for maintenance, restocking collections, etc. Maximizing of the equipment and technology – need to consider the maintenance fee

#### **PB&R Update:**

MP - had 2 sessions with his staff and went to PB+R commission.

- a. Talked about easy/open access library and gave explanation
- b. When several programs are concurrently happening, all staff's eyes are on different programs – possibly overseeing the library users

- c. We are very close to senior housing and apartments – opportunity for daytime programs
- d. Outdoor playground – let's make it multi-generational
  - i. Access to restrooms even the facility is closed
- e. Courtyard – party rooms/rentals/indoor-outdoor community rooms
- f. Outdoor – picnic, bbq, outdoor programs – outdoor courts, botchy balls
- g. Parking is not adequate, not efficient parking
- h. Shared space – operation, shared technology, storage
- i. Not a good walking neighborhood – mobility, seniors are very close to the facility, what if this place becomes a satellite lunch congregate
- j. Teen center/teen programming – homework center
- k. Partnership
  - i. Don't want to duplicate program with boys and girls club? (they are partnered with Ortega school)
- l. Staffing strategies before programming
- m. Getting community's input before making any decisions
  - i. Survey strategies
- n. Cost recovery program strategy
  - i. CA – staff and commission took a long time to understand the concept. This takes time to understand. We need to start sending out information so people can give thoughts to this.

CA - people have suggested for a place for music playing, music rooms/studios.  
PB&R – Let's use & not add. Group 4 to make changes to slide.

ER - can we reach out to the church community next door?

DM - stakeholder groups: could add another layer to the community outreach.

Engaging the Community to help define the vision – staff-less library and 3 mode of services.

Existing and vision for Sanchez

No addition - Main collection would be at Sharp Park, and browsing and holds and small, popular browsing collection would be in Sanchez.  
Rotating materials.

KL – will there be place to sit?

DM – some chairs would be at the library, but main seating and tables would be in shared space.

KL – people like to sit and browse at the library. England staff-less model scale seems so much bigger that what we are trying to achieve.

DM – more defined program would be vetted after community meeting + outreach

KL – putting in the key pad for the restrooms?

Ellen Ron (public) – how Livermore is staffed? Their self-service model and the main library open hours

CR – restrooms are open when staff are there

Ellen Ron – usage of Sanchez?

Addition – modify the bubble diagram, shared space is not working, just add community rooms to the new addition portion. Group 4 to revise the slide.

**c. Sharp Park Library**

Bubble Diagram

1. Existing and vision for Sharp Park
2. Range of SF
3. Bubble diagram still shows 30K options
  - a. Option A – 2 levels of the library
  - b. Option B – 1 level of the library and second floor being a program rooms/community rooms/makerspace

Design Values

**4. Project Cost Model Update**

**5. Project Work Plan and Schedule Update**

- a. Want to educate and deliver information before going out for polling
- b. Group 4 to change the dates to TBD – September city council dates are not set
- c. November events?
- d. Round 1 outreach – roughly from October to January

CA: No quorum was met to vote on the meeting minutes. Voting to approve the May, June minutes will be pushed to the September meeting.

**6. Committee and Staff Communications**

MEETING ADJOURNED

Respectfully submitted,

Sarah Coffey  
City Clerk

APPROVED:

---

Cindy Abbott  
Library Advisory Committee Chair