



**CITY OF PACIFICA
LIBRARY ADVISORY COMMITTEE**

**November 14, 2018
6:30 – 8:00 P.M.**

**Sanchez Library
1111 Terra Nova Blvd.**

Call to Order

- 1. Approval of October 10, 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 Update and Schedule**
- 4. Community Outreach Results (in progress)**
- 5. Speaker Forum Presentation Review**
- 6. Committee and Staff Communication**

Adjourn

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DRAFT

MINUTES

October 10, 2018

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

COMMITTEE PRESENT:

Cindy Abbott (CA);
Caroline Barba (CB);
Tom Clifford (TC);
Jerry Crow (JC);
Barbara Eikenberry (BE);
Anne Evers-Hitz (AH);
David Leal (DL);
Eric Ruchames (ER);
Kellie Samson (KS);

**CITY COUNCIL LIAISONS
PRESENT:**

Deirdre Martin (DMa);

COMMITTEE ABSENT:

Kathy Long (KL);
Kathy Shiokari (KSh)
Sue Vaterlaus (SV) (City Council Liaison)

CITY STAFF PRESENT:

Planning Director Tina Wehrmeister (TW);
Sarah Coffey (SC)

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 at 6:34pm.

1. Approval of Meeting Minutes

Corrections were noted to the draft meeting minutes for the 9/12/2018 meeting to indicate that Barbara Eikenberry (BE) was present and Anne Evers-Hitz (AH) was absent.

ER moved to approve meeting minutes of 5/9/2018, 6/13/2018, 8/8/2018 as drafted and the meeting minutes of 9/12/2018 with the corrections as noted; CB seconded. Unanimous approval.

2. Oral Communications

Ellen Ron – Congratulated Dawn Merkes (DM), Cindy Abbott (CA) and the City Council on the library update presentation and direction received at the 9/24/2018 City Council meeting.

3. Project Schedule Update

DM – City Council blessing was received for proposed 2-branch system and operating model as well as outreach regarding the open access model. This kicks off Round 1 outreach for the 2-branch model and open-access at Sanchez. SC and Peak Democracy to help get online survey up and will begin advertising the survey. Will have boards for outreach. Outreach will include community groups and speaker forums. Round 1 outreach is scheduled through December.

AH – City Manager's write-up in Connect With Pacifica e-newsletter was nice.

CA – Survey only has 30 responses.

TW – There are actually more responses; you are only seeing the public forum responses from registered users that choose to share responses publicly. In Admin Mode, there are 90 responses total. Some opt to share responses only with the City, but not publicly.

AH – How many subscribers are there to Connect With Pacifica?

SC – About 3,200.

DM – Work will wrap up in April with conceptual design to Council.

CA – There are a lot of technical meetings scheduled in November / December.

DM – Yes, technical meetings will discuss budget options, financial parameters. Once we get input on the community preferred services at Sanchez, we will hone in on spaces at Sanchez.

TW – Engineering / Public Works will be getting much more involved in the technical meetings.

DM – We've reviewed site access with the apartments adjacent to Sharp Park Library. We'll review parking at Sharp Park – possibly on-grade with one level of underground parking.

TW – We need to reach out to the apartment owner.

DL – The apartment building may be for sale now.

CB – thinks someone recently bought it.

CA – Schedule shows December LAC meeting TBD? Will we decide at the November meeting?

DM – December is challenging for scheduling. We are looking at it as optional.

TW – The next meeting will be November 14.

4. September 24th City Council Recap

TW – We received good feedback from the Council at the 9/24/2018 meeting. The proposed model was well-received.

BE – Is the City Council meeting on DirectTV?

TW – You can watch live on the City website.

JF & CB – Recordings of the City Council meetings are also on YouTube.

DM – Comment from Council meeting asked about the open access model being accessible to both people comfortable with high-tech, but also those that are low-tech.

BE – How do we keep people from trashing it?

TC – You can install good security cameras.

JF – Spoke with Carine and Library Director and was told that they have not experienced any problems with vandalism or security at other sites with self-service / open access.

DM – One Councilmember commented about concern with security / vandalism.

5. Community Outreach

DM: Outreach / kiosks can be done at the Pop-Up Library event on 10/23 (Senior Lunch Program at the Community Center) and the Senior Book Group on 10/12, which is held once a month. Will connect with JF about these.

TW – We want to make sure we do outreach focused on the seniors at the Sanchez Library.

DM – We will set up a kiosk and stand at both libraries and the boards in the next week or so to engage with the community. Musical storytime at Sanchez is also a popular event.

JF – There is also a Medicare program aimed at seniors at Sanchez.

DM – We have not yet decided on a Community Meeting, as they were not well attended in the past. We tend to get more interaction with intercept kiosks.

TW – We will do outreach at the Planning Commission and Parks, Beaches & Recreation Commission meetings on their agendas. These are public meetings that have public agendas.

6. Sanchez Library

ER – Regarding the safety issue, have we reached out to the Police Department regarding surveillance cameras?

TW – Not yet, but that is a good idea.

TC – What about installing a “panic button”?

TW – summarized the online survey responses so far: Library Services at Sanchez top votes were for Holds/Drop Off (66%), Browsing Collections (66%) and Open 7 Days (58%). For Activities at Sanchez, top votes were for Community Events (55%), Preschool / Kids Programs (47%) and Enrichment Classes (48%). For Sharp Park Exterior Design Values top votes were for Coastal Design (68%), Warm / Welcoming (62%), Site Context (41%).

DM – We added back in the slide with the list of speaker forums. We’ll have an updated list by next week to use for speaker forums scheduled from October – January. We will re-engage LAC members to do outreach and Group 4 is happy to support that.

AH – At the Pedro Point meeting for Council Candidates there were about 80 people attending, and brought up a question about the library project. All candidates except for Bridget Duffy were enthusiastic about the library project / planning.

TW – provided a handout with a draft for business cards for LAC members to hand out at presentations for review for content. We are open to wording suggestions / messaging. The SMCL logo will also be added.

ER – There should be another way of contact besides email / website for people that are not computer saavy.

JF – Reference kiosks at the library with information?

TW – The kiosks will be there for a short time, though.

JF – What about adding to visit your local library for more information?

ER – That sounds like a good option.

CA – Thinking of a better word than “new”

CB – What about “reimagining”?

CA – Maybe “visioning”?

AH – suggested “a new vision for Pacifica Libraries – Sharp Park and Sanchez”

All LAC members approved of AH’s suggested wording.

CA – We used this type of business card for the Sea Level Rise working group members, and they worked well. Will there be talking points provided along with the slide presentation for the library speaker forums?

DM – We will take the slides from the City Council meeting presentation and modify for community outreach. They will include the speaker notes on the slides. You can also print them and have as handouts.

TW – We can have lower tech versions for smaller groups, if needed.

JF – Should Pacifica Friends of the Library be on the speaker forum list?

TW – Yes.

KS – Would like to add her name to the list.

DM – Those interested in adding their name / idea for speaker forums to the list, email TW.

DMA passed around the printed list of speaker forum signups.

CA – LAC members should check their email in the next week. Will there be a Press Release or was the Connect With Pacifica item from the City Manager the “press release”?

TW – We will also do a stand-alone Press Release.

ER – Do we have Jefferson Union High School District (JUHSD) on the list?

CA – School Districts are not on the list.

TW – The school districts representatives on the LAC can bring back information. We sent another letter to JUHSD requesting to appoint someone to LAC.

ER – means making a presentation to the whole Board for the school districts. ER will volunteer to do that.

CA – Can combine with the PTO meeting.

DM – LAC members can take “dots” to vote tonight on the boards for preferred library services and activities at Sanchez. You’ve already provided feedback on Sharp Park design values. Parks, Beaches & Recreation worked closely with us for relevant community activities for Sanchez and we vetted these with the PB&R Director before including them in the survey.

CA – Any comments on the visuals and library services?

BE – What is the difference between Community Events use and Rentals?

DM – Rentals would be for example for a children’s birthday party or for Boy Scouts. Community Events would be an activity / event with PB&R or the Library as the host, for example.

JF – There are two different uses – free use events such as library hosted events or the Boy Scouts meetings versus paid use events for private events like the room rentals offered at the Community Center.

ER – What is the significance of Olathe in the Holds / Drop Off image?

DM – This is a picture from another library project in Olathe, Kansas at the community center. We can photoshop the “Olathe” reference out.

7. New Sharp Park Conceptual design

DM: The site capacity 30,000 square-foot design building diagrams have been done. We are now providing a look at options for 25,000 square-foot capacity building layouts. These include the same library spaces, but they are allocated differently in each of the options A1, A2, B1 and B2.

CR – Library staff is hoping for library services on one floor.

DM – A1 site capacity is 25,000 sq.ft. evenly split with 12,500 sq.ft. for each floor. This option is not preferred by SMCL. To provide service with staff and allow for 10 hours staffing at Sanchez with 60 hours at Sharp Park would be much more challenging with this option. The parking on

Palmetto level is indicated in grey. The purple shows retail space frontage or parking. The blue is the second level. The greenish is a vertical circulation layer. The Mayor had asked about access to the apartments. You can see the proposed access via a speed ramp sloped from Hilton Way. We will work out how to move the trash for the apartment; currently the trash is moved out through the current library parking lot.

CA – Who would be responsible for the leasable space? TW – The City.

CA – How much parking? DM – We are targeting 75 – 80 spaces. We can accommodate half of that at a single level.

DM – 2 underground levels of parking is very expensive: \$8 – 10M for a 2nd level of parking. We may need to constrain the Beach Blvd. site to share parking.

DL – How big is the new Half Moon Bay library? DM – 22,000 sq.ft.

TC – How does the retail space impact the parking demand?

TW – Most commercial uses require 1 parking space to 300 sq.ft. A medium office needs more parking at a 1:250 sq.ft. ratio.

DL – How many feet above Palmetto is the top of the building?

DM – Level 1 is basically where the community room top is; level 2 is about where the top of the current top floor is. It would be on-grade with Hilton.

ER – Is the parking requirement for retail space included?

DM – No. Not in the 75 – 80 spaces.

DMA – The retail space is modeled as 1,000 sq.ft. DM – That would mean 4 parking spaces.

JF – Can parking be angled instead of parallel?

DM – We would need to follow the Palmetto plan, or could use perpendicular parking along Montecito for public use / define a parking district.

DL – would like to understand the view west from the building with the hotel. It is a key point for a downtown, not just the library.

DM – It allows retaining a view corridor.

CA – How the layout is stacked now, it is minimizing staffing?

DM – No. The B series of layouts would minimize staffing.

ER – Is the main entry the bottom of the green cube?

DM – Main entry would be a plaza along Hilton Way. The green cube is a vertical circulation use – elevator, stair corridor, vertical lobby.

ER – So, it is at-grade to Palmetto?

DM – Yes. We can still massage this as the design evolves, though. A1 is not the ideal stacking diagram. A2 tiers the building more and diminishes the mass of the building. The B-options are more ideal for staffing.

DM – The B-series of diagrams show a total of 25,000 sq.ft. with uneven split: 19,000 sq.ft. on the 1st floor and 6,000 sq.ft. on the 2nd floor. The maker space and Friends of the Library space would be on the 2nd floor. The 1-series show a 2-story façade on Palmetto. The 2-series is a more tiered, stepping back design.

JF – Is the green in the diagram outdoor space?

DM – Anything that is not building is landscape – It can be outdoor / patio space.

CA – Pacific is more landscaping / hillside?

DM – Yes, due to the slop. There are single family residences there. They will have no worse a view than they have now. The massing will be comfortable and an improvement over a 30,000 sq.ft. design.

TW – In the A-series, the 2nd floor had a kitchen.

DM – Yes, the kitchen will still be included to support the community room.

TW – Can we put the community room by the big deck in the B-series?

CB – And move the maker space.

DL – Is the deck included in the boxes?

DM – The enclosed square footage does not include a deck, but we show the opportunity for decks.

ER – If one level of parking = 40 spaces, what is the requirement? DM – 75 – 80 spaces.

TW – In layout B1, would a deck be on top of the blue area? In the massing from the street view, would it have another railing?

TC – It could have clear glass panels or stainless steel.

DM – Or sand-blasted glass

DL – Is there a reason the green elevator / vertical corridor is on the left side? Concerned about open space / plaza on the left versus right side. Pacific is more of an open intersection.

DM – To access the library from the public plaza. Parking is flat from Palmetto. The challenge is that Pacific is a one-way street. We can shift the elevator / vertical lobby to either side.

CA – Does this side make it less obtrusive to the single-family residences on Pacific?

CB – Will there be a drop-off zone? DM – Yes, there definitely will be a drop-off area. Traffic engineers advise that the world will change with Uber, Lyft and self-driving cars so that there will need to be bigger drop-off zones.

CG – Was thinking of the Half Moon Bay library and their book return slot location in relation to the staff room. DM – It is nice to get the returns right into the sorting area, which could be separate from the rest of the staff area.

8. Committee and Staff Communication

Ellen Ron – Is the community room still envisioned as the City Council Chambers?

DM – Yes, but it will not just serve as City Council Chambers. It can have multiple uses.

Ellen Ron – Will there be the ability to shut off the parking garage from access to the rest of the library so that parking could be used outside of library hours?

DM – In Walnut Creek, the parking was partially paid for by a parking district and can operate and be used even when the library is closed.

Ellen – Would you enter on Hilton Lane and come out onto Hilton Way? DM – Yes.

Ellen – Is there opportunity for open air space?

DM – The dark spaces diagrammed in B2 provide for the opportunity for open air space.

JF – Should we poll about meeting locations for next year's LAC meetings? TW – Yes.

CA – likes switching between Sanchez Library and Sharp Park Library.

BE – In winter, prefer Sanchez.

JF – The November and December meeting dates are reserved for Sanchez. We can also hold the January meeting at Sanchez, and then alternate between the two libraries.

ER – Sharp Park library is easier for traffic.

TC – Announced he will be stepping down from the Library Advisory Committee. It is on the agenda for the Planning Commission to appoint a new representative to the LAC.

DL – Economic Development Committee is working with the City on throwing a celebration to recognize completion of the Palmetto Streetscape Project Phase 1. We are looking at February. This is a good opportunity for library project outreach, too.

CB – The Pacifica Friends of the Library is holding a membership drive now.

DRAFT

Library Advisory Committee Minutes

October 10, 2018

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CA – The Beautification Advisory Committee is scheduling planting days along Palmetto, targeting November 3rd and 10th from 10am – noon.

JC – There will be 40 areas to be planted in all.

CA – This might be a good opportunity for outreach for the library.

TC moved to adjourn the meeting; CB seconded.

MEETING ADJOURNED 7:56pm.

Respectfully submitted,

Sarah Coffey

City Clerk

APPROVED:

Cindy Abbott
Library Advisory Committee Chair