MINUTES
August 17, 2016

CITY OF PACIFICA
LIBRARY ADVISORY COMITTEE
PACIFICA CITY COUNCIL CHAMBERS
2212 BEACH BOULEVARD

COMMITTEE PRESENT :	Cindy Abbott (CA); Jerry Crow (JC); Eric Ruchames (ER); Trish Sholl (TS); Chuck Evans (CE); Caroline Barba (CB); Vanessa Powers (VP); Laverne Villalobos (LV); Kathy Long (KL); Mike O'Neill (MON); Rosie Tejada (RT).
COMMITTEE ABSENT :	David Leal (DL); Karen Ervin (KE).
CITY STAFF PRESENT:	Planning Director Wehrmeister (TW) Asst. Planner Smith Exec. Asst. Coffey
CONSULTANT TEAM:	Dawn Merkes Group 4 Architects (DM) Andrea Gifford Group 4 Architects (AG) Daheen Maeng Group 4 Architects
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 JULY 27, 2016 MEETING MINUTES**

CA noted two revisions needed to the draft minutes of the July 27, 2016 meeting:
(1) The listing of Committee Members included 2 library staff and others present in an advisory role; move these to a separate section for Staff or Advisory. (2) Typo on page 3 referenced Mike O'Neill as MOC; should be MON.

JC moves to approve the minutes with these two corrections; ER seconds. Approval of minutes with corrections as noted passes unanimously by all members present.

3. ORAL COMMUNICATIONS

Dan Stegink referenced results from the Fairbank, Maslin, Maullin & Metz poll, and predicted that the library bond measure would fail. He urged consideration of a smaller, safer library that saves the Sanchez library and urged consideration of other sites for a new library.

4. WORK PLAN AND SCHEDULE REVIEW

DM (Group 4) gave an overview of the timeline and draft schedule towards updating library needs assessments and completing schematic design. Options were presented for holding Community Charrettes in late November / early December or holding the first Community Charrette in January 2017, then a second in early February 2017. The schedule shows a final schematic design by February 2017. Standard Library Advisory Committee meetings are built into the timeline.

CA requested a copy of the timeline online. DM will send a PDF to make available on the City website. DM polled the committee on preferred format of project / committee materials; committee members preferred access to both digital and print formats. Group 4 will prepare binders of project materials for committee members for next meeting.

5. DRAFT PROJECT AND PROCESS GOALS

DM presented a draft of project goals summarized from previous meeting, noting that goals will evolve throughout the project with input from community charrettes and Library Advisory Committee tasks. Goals were categorized into 3 areas: Site Design, Building Design and Programming. Site Design goals included 21st Century Library, warm and welcoming, improving Sharp Park neighborhood, anchor for Palmetto, integrate public art, convenient parking. Building design goals included sustainable design, exciting / engaging for kids and teens, engaging for adults, integrate public art inside and outside, comfortable seating. Programming goals included making the library a destination for residents and visitors, place for civic and community events, services to enhance quality of life, technology access for all ages, safe place, community hub, continuing education, and flexible.

KL would like flexibility as a building design goal in addition to programming goal.

CB asked about use of library as a resource center, possibly for veterans. JF noted that San Mateo County Library received a grant for a veterans' resource center in Palo Alto Library, and that the demographics of Pacifica would appear to support this if the Pacifica library had the space, which we do not currently.

MON suggested a flexible building design that could support use of some spaces (e.g. teen space) after hours with minimal staff. He asked for clarification on continuing education – do you mean CSM (College of San Mateo / Skyline College) coming to library to hold a class? DM offered examples such as an ESL (English as a Second

Language) class or after-school activities/programs, online college classes. TF added an example being an online high school diploma program, which may need a separate meeting space.

Group 4 will bring the boards posting the goals in the three categories to each meeting for reference / updates.

6. SUMMARY OF NEEDS ASSESSMENTS

DM provided an overview of the findings of the Library Facilities Assessment presented to City Council at its 11/23/2015 meeting, showing Sharp Park lacking in accessibility, insufficient in fire life safety, having structural concerns and worn interior / exterior finishes due to deferred maintenance. The Sanchez library was found to be too small and the building in an overall poor condition, needing major renovations. The report and recommendations from Anderson Brule Architects from 2011 is available on the City's website. Group 4 will work with this committee over the next 6 – 8 weeks to update the needs assessment, then will go out to the community for input. CA asked if Group 4 would be working on updating the recommendations; DM referenced Item 7 on the agenda which will discuss Group 4 collecting committee / community input on library programs.

CA called for committee / public comment.

LV asked how wheelchair users get into the Sharp Park library; JF responded that there are 2 entrances, one on upper level and one on lower level, the upper level entrance has one accessible parking space and a button to push to open the door for accessiblity. LV asked if wheelchair users can maneuver in the library; JF responded that they cannot, and the bathrooms are not accessible.

LV a teen room is an excellent idea; and a public audience member said that a teen area is a must.

CA a lot of information is on the website, asked what other ways will information about the library project be made available and how will it be distilled and visualized? DM responded: summary presentations & background information with an assessment section will be provided at all meetings. The most recent PowerPoint presentations to Council can be made available.

7. LIBRARY BUILDING PROGRAM (Discussion).

AG provided an overview with a visual tour of possible programs and spaces, activities, interactions that would fit within a 35,000 sq. ft. library. Spaces to explore, for teens, meetings, studio, hubs for information and a combination of traditional and newer library spaces were discussed. TF talked about program spaces in the newer libraries in Half Moon Bay, Atherton and Brisbane, and said that we could do more like this in the Pacifica library with the size we're talking about.

AG gave examples of several types of program spaces:

Marketplace; a place to explore collections, services, front display of books and a place for interactions located near the front door. TF emphasized the space for interactions in making a community connection, where you may run into a neighbor, for example; it should be a place that is comfortable, set up for browsing, highlighting best-sellers. AG noted that the marketplace is also a place where interactions with library staff take place.

Adult Space; a place of discovery of topics and resources, a place to inspire interaction and exploration with a focus on re-discovery and re-inspiration. TF explained that this space would have casual seating and easy seating for laptop users.

Quiet Space; a place for focused attention, sanctuary, meetings and study. With more activity going on now in modern libraries, some people feel they've lost their quiet space. Now the whole library is becoming an active space, so modern libraries create rooms for quiet space. TF added that quiet spaces are mostly self-regulating. AG gave examples of quiet reading spaces with comfortable seating, a fireplace, a living room setting, a place to disconnect, a place to escape.

CE mentioned taking a tablet into the library to read new books/magazines, and asked if this capability would be available. TF responded: all buildings have 1 GB wifi access, allow downloadable media on demand and an opportunity to use mobile devices. AG added: staff is available to answer questions about devices and apps.

Teen Space; a space that encompasses study, gaming, play, interaction. AG noted that Teen Space is at the opposite end of the spectrum from Quiet Space.
Teen Space is now a given in modern libraries. MON mentioned the Mitchell Park library's teen space that was built for 80 heads, and the need now to expand the space due to its popularity; he visited a library in Phoenix where the teen space is heavily used and is exciting. MON suggested having the teen space open late (e.g. until 10pm or 11pm). DM mentioned that the teen space in Mitchell Park was kept open until midnight during finals, and allowed ordering pizza. AG added that Teen Space can be designed as flexible space, for adults to use during school time.

Children's Space; a space to learn and play, designed for interactive play and learning through play. The Children's Space would offer seating for a variety of ages and multi-generational use. TF commented that San Mateo County libraries build custom play spaces to teach early skills with a touchpoint that is meaningful to that library. Examples include a play space in the shape of an airplane in the Millbrae library (meaningful due to its proximity to SFO) and a tractor-shaped play space in the San Carlos library (associated with its Farmer's Market).

Collaborative Spaces; spaces to gather and share information, with examples such as a group study room, meeting room for community organizations or small businesses. This area type generated a lot of discussion / ideas. TS asked if there is an online system to reserve these spaces; TF: not yet – at libraries that have these meeting spaces, they are usually available or there is only a short wait. JF mentioned that an Outlook system is used now for community rooms. DM: some in other libraries are booked solid through reservation system. KL: there is a critical need for meeting spaces here, would be nice to have them equipped with Skype for interviews / meetings over long distance. TF: a large screen for phone / video conferencing is useful. LV mentioned

that she worked in a library that had a soundproof room that fit approx. 10 kids. AG suggested a variety of sizes of different meeting rooms that are flexible. RT asked about privacy in the meeting spaces for business meetings, such as equip with an electric draw shade or frosted window. TF cautioned about security concerns and JF echoed that the concern in private spaces is around inappropriate activity. AG: design can reflect a middle-ground of privacy, such as positioning screens so they are not highly visible in the path of travel nearby. TF: large meeting rooms can be a co-working space.

Forum Space; type of meeting room can be designed to make use of flow and engage the use of exterior space as well as interior space. Use of large sliding walls for a flexible, engaging space. Make use of great views.

Hub; a place for innovation and design. TF explained that the Hub is what many are now calling "maker spaces"; they are creative spaces designed for art activities and to support different types of equipment, and can evolve forward. MON mentioned that a few developers interested in the hotel site may be interested in shared spaces and use of library space, and asked if there is the possibility of video conferencing to broadcast to/from another site. AG: yes – have built libraries with broadcasting capabilities; it is easy to integrate into the design. TF mentioned this technology is not that expensive to incorporate into library design. TF said that one of the libraries did live streaming of SF jazz from their facility to 3 libraries with the best Bose speakers and 1 GB wifi without any delay experienced. JF mentioned having done Skype author visits at some libraries. AG mentioned other examples of Hub Spaces include a tinker lab, video editing room (which was done in their Dayton, OH library converting a study room with a grant / partnership with Best Buy), golf tees with a peg board for a creative use of space.

AG talked about ways to incorporate local history in the library: community info kiosks, bringing in exhibits from a local history group. DM: in this process bring up current thoughts / opportunities for partnerships / exhibits with local organizations such as Sanchez Art Center or the opportunity for an ocean center. Walnut Creek successfully partnered with Lesher Center for gallery spaces.

CA asked about how to make spaces / rooms flexible. AG: flexibility is important as partnerships with outside stakeholders may evolve or diverge. DM: designing for flexibility may use non-load-bearing walls, raised floors for air circulation, power and data conduits. ER: design so that 5 – 10 years down the road major changes can be made more easily. DM: yes, major changes such as moving floors can be done with flexible design; smaller changes can happen as often as weekly.

AG discussed sustainable design. Their design in Roosevelt Center incorporated rainwater collection. As part of sustainable design, the building can inherently inform the public about issues of sustainability. Their design at Mitchell Park used the sustainable building features as an educational / teaching tool.

MON ideas included murals that can later be replaced with new murals, a wall that can change to highlight new art or artists, hanging banners/art on the exterior. AG used Walnut Creek library as an example that used flexible lighting, walls that are easy to repaint and integrate or hang art / banners. Digital signage was also used. CA suggested a mounting system of panels, which reminded DM of the teen space at

Mitchell Park that had hanging panels that the teens could rearrange. AG has heard feedback that we want exterior space, such as a garden or patio, that can possibly be active / open when the library is closed. This exterior space could address the goal of revitalizing Sharp Park neighborhood and extending the feel of the library presence in the neighborhood.

MON asked if cost was a factor of use of roof space, and mentioned that some libraries have a café space. AG responded that the café space has been successful in some, but not others. Café should be independently operated, and will need a group of users / foot traffic to support the café in addition to regular library users. DM: café can be located on exterior with independent access. Mitchell Park's Ada's Café is very successful. That space was put out to bid for the project / café space. DM cautioned that a café may need more analysis to see what the trade-off for that space would be, as a library is a generally expensive building type.

TS enjoyed the public access to a large area in the Walnut Creek Library. In Pacifica, with a hotel nearby the large room of the library may be a revenue opportunity. TS suggests an online system to see availability of meeting spaces, and believes the meeting spaces will be booked up due to the need for such spaces. TF suggested keeping one room off of the reservation system.

MON asked if catering kitchens could be included for the large conference rooms. AG responded that Walnut Creek library had a warming room. DM added that Mitchell Park large room seats 300 and has a satellite kitchen; we can talk through programming and use of space for the Pacifica library design.

ER is not sold on the inclusion of a café with the neighboring businesses in the area offering similar amenities, but the space could be built to be highly flexible so that it may be used as a café or converted to another type of space if that does not work out. ER: Pacifica Friends of the Library would like adequate space to support their program. TF: that would be the Marketplace. CB: Feedback from Walnut Creek staff wished for a sorting room for the Friends of the Library book donations / sales. JF: regarding the café, will need to wait and see what the overall plan is for the Palmetto area; for example, will the hotel put in a Starbuck's? DM commented that the cost of deck or open space is about 50% of interior space cost per square foot. For an area of less than 200 sq. ft. there is not much need for extra exiting capacity; for larger spaces, there is more need to consider capacity and design for additional exits.

CA commented about considering programming goals to include traveling programs in the system that may visit other parts of the city, responding to concerns about consolidating two libraries into one. TF responded that the library is investing in more mobile library systems like the Bookmobile, or an airport shuttle bus customized as a tech lab or maker space, which can travel anywhere within the County.

KL asked with a 35,000 sq. ft. library, how much is dedicated to programming space? DM: approximately 70% net to gross program space.

A public audience member that lives in the area asked what plan are there to make this an iconic building for an iconic location. He mentioned that materials like concrete can withstand the weather / elements; concrete lends itself to potential for beautiful designs.

A public attendee asked what parking considerations are being made. AG responded: will consider City parking standards / codes and best practices in place for other libraries. DM added that they will look into opportunities for shared parking with the hotel and the hotel's use patterns (ex: hotel guests may be out and about during library hours).

8. TOURS OF NEW LIBRARY TOURS.

TW polled the Committee to see who have not visited a new, modern library; 6 members responded that they have not visited a modern library. TW will work to organize a tour with Group 4 or put together materials for members to do a self-tour or virtual tour of modern library(ies) nearby. There may be some logistical challenges in scheduling a physical tour. A group of Committee members may go together as long as it does not constitute a quorum (7). CE responded that a tour is beneficial for having someone available to answer questions. TS found it an invaluable experience to tour Walnut Creek Library with the Library Foundation accompanied by Group 4 architects. TW will follow up on coordinating a group tour. MON suggested that they could tour Millbrae or Belmont libraries nearby. DM suggested a Saturday tour and possibly making the tour available to the public, as it may be insightful to hear others' comments.

9. PROJECT NEXT STEPS.

Discussed as part of Work Plan and Schedule earlier.

10. CONFIRMATION OF REGULAR MEETING DATES.

TW confirmed that meetings will take place the 2nd Wednesday of the month at 6:30 PM. Upcoming meeting dates through the end of 2016 are: September 14, October 12, November 9, December 14.

11. COMMITTEE AND STAFF COMMUNICATIONS.

TW distributed a Committee roster with detailed contact information to Committee members; a public roster with references to the City email address for each member will be available on the City website. City email addresses have been created for each Committee member, and instructions for access were distributed at this meeting and have been sent via email.

TW clarified that the two currently vacant positions on the Committee (Chamber of Commerce representative and Bond Oversight Committee representative) count toward

the total number of members in determining a quorum. With 14 total positions, a quorum would be 7 members.

Staff provided a walkthrough of the Library Advisory Committee webpage and Library Project Page on the City of Pacifica website.

MON will be speaking at Chamber of Commerce "Eggs & Issues" event with a Library update on September 6 from 9:00 AM – 10:30 AM.

TS mentioned an online professional development Library Development workshop. Register by August 24. The Library Journal and Group 4 are participating in the workshop.

Public Comment:
Ellen Ron offered to have the Library Foundation give a short presentation to the Committee focused on questions from the community and answers that the Foundation has provided in response.

MEETING ADJOURNED.

Respectfully submitted,

Sarah Coffey
Executive Assistant

APPROVED:

Planning Director Wehrmeister