



**CITY OF PACIFICA
LIBRARY ADVISORY COMMITTEE**

**March 13, 2019
6:30 – 8:00 P.M.**

**Sanchez Library
1111 Terra Nova Blvd.**

Call to Order

- 1. Approval of November 14, 2018 and January 9, 2019 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 Work Plan Update**
- 4. Summary of LAC Member Presentation Outreach Results**
- 5. Conceptual Design**
 - a. City Council Direction**
 - b. Updated Conceptual Design Options**
- 6. Schedule and Process for Preferred Conceptual Design and Implementation Plan**
- 7. Next Steps**

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

November 14, 2018

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

COMMITTEE PRESENT:	Cindy Abbott (CA); Caroline Barba (CB); Barbara Eikenberry (BE); Anne Evers-Hitz (AH); David Leal (DL); Kathy Long (KL); Eric Ruchames (ER);
CITY COUNCIL LIAISONS PRESENT:	Deirdre Martin (DMa);
COMMITTEE ABSENT:	Jerry Crow (JC); Ryan Kraske (RK); Andy Lie (AL); Kellie Samson (KS); Kathy Shiokari (KSh) Sue Vaterlaus (SV) (City Council Liaison)
CITY STAFF PRESENT:	Planning Director Tina Wehrmeister (TW); PB&R Director Mike Perez (MP); Helen Gannon (HG); Sarah Coffey (SC)
CONSULTANT TEAM:	Dawn Merkes, Group 4 Architects (DM) Daheen Maeng (DMg)
SMCL STAFF:	Julie Finklang (JF)

CALL TO ORDER

Chair Cindy Abbott called the meeting to order at 6:34pm.

1. Approval of October 10, 2018 Meeting Minutes

Corrections were noted to the draft meeting minutes for the 10/10/2018 meeting to correct a spelling error on page 5 (slope) and to remove a question that had been attributed incorrectly to Barbara Eikenberry (BE) on page 2. KL moved to approved the minutes with the noted corrections; ER seconded. Unanimously approved minutes of 10/10/2018 with corrections.

2. Oral Communications

Ellen Ron commented that people are interested in the new library project.

CA commented that this ties into the speaker forums that are scheduled.

3. Project Update and Schedule

DM – attended Planning Commission 11/5/2018; did significant outreach. PEF Fitness Fair at County Park event had a good turnout and the library blocks were a big hit. Presentation to Parks, Beaches & Recreation Commission is planned for 11/28/2018. Speakers forums are planned. Proposing no LAC meeting in December; next meeting will be in January. Encouraged LAC members to take some time to sign up for a speaker forum. Online survey is still open and will be extended until end of December. Group 4 will develop conceptual design for Sharp Park and Sanchez with input from the survey / outreach.

CA – asked to wait until end of this meeting to decide on cancelling December LAC meeting, after hearing more about the speaker forum outreach.

4. Community Outreach Results (in progress)

DM discussed feedback received on the boards and iPad kiosks and presented the slide with a breakdown of feedback by venue (color coded). ~340 people participated. KL commented that she doesn't see the results from the kiosk set up at Sharp Park library. DM – Need to collect the results from those boards and add them to the data results.

CA asked about the pop-up library at the Community Center.

DM – Yes, outreach was done with the senior program at the Community Center.

ER asked about the different blues in the color coded results. DM – the online results are the largest; there were approximately 20 at the pop-up library.

CA – after Sharp Park Library Kiosk results added to the overall results – please send it out to LAC members. DM confirmed they will send those.

DM – For Sanchez, people really want it open 7 days. JF confirmed. Other popular priorities were community activities – community events, preschool / storytime programs, enrichment classes.

BE observed that the percentages were not very high for any single category.

DM – For Sharp Park, most popular design values were Coastal Design, Warm & Welcoming and Site Context. By mid-week next week, Group 4 will send an updated PDF with results of feedback.

CA asked if it is unusual to have a shared use library with recreation center. DM replied that it is becoming more popular. For examples where there is a nice synergy, see Mitchell Park, San Jose – Almaden. Group 4 also bid on a project for constructing a library & cultural arts center with theater recently.

MP – noted that a lot of recreation departments include library as a division within recreation department. ER asked if that pertained to the library administration or the physical location. MP stated that cities often have a library department, not necessarily meaning that recreation and library shared the same facility. CA mentioned Daly City; JF mentioned San Bruno as examples.

5. Speaker Forum Presentation Review

DM – we have a slideshow for presenting at Speaker Forums.

CA stated that the slides have speaker's notes underneath written in narrative form.

KL suggested a comparison chart showing square footage, the visuals are more powerful than just presenting numbers.

JF mentioned that JPA and City funding additional hours up to 74 hours per week. DM mentioned taking this data from the feasibility study.

TW - can we create an agenda slide, overview of the presentation?

DM will do that.

ER suggested that could be the last slide, too.

BE - timeline seems dense with a lot of information, is it possible to make it simpler or dividing that slide to two different slides?

DM - purpose of the timeline slide is not to read every event, but to inform that the library project has been around for a long time

ER - Slide 12 (existing facilities do not meet the community needs) instead of using number of hours, maybe use number of days?

- i. For both existing and a new vision section
- ii. Maybe adding "Goal" to a new vision section - this way, we are not over-promising anything

CA – need to consider operational strategies and staffing

6. Committee and Staff Communication

TW – Business cards for LAC members.

TW - Ryan Kraske was recently appointed by Planning Commission as the Planning Commission representative to the Library Advisory Committee to replace Tom Clifford. Ryan Kraske was unable to attend this meeting.

TW - JPA + governing board – both groups had excitement about open access library model.

CB - Planting, community beautification day.

ER - Sue Beckmeyer, a new council member – strong library support.

KL - Check out Half Moon Bay library.

CA - Wednesday after Thanksgiving – PB+R Commission Meeting – another public meeting.

MEETING ADJOURNED

Respectfully submitted,

Sarah Coffey
City Clerk

APPROVED:

Cindy Abbott
Library Advisory Committee Chair



DRAFT

MINUTES

January 9, 2019

**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); Ryan Kraske (RK); David Leal (DL); Kathy Long (KL); Eric Ruchames (ER);
CITY COUNCIL LIAISONS PRESENT:	Deirdre Martin (DMa); Sue Vaterlaus (SV)
COMMITTEE ABSENT:	Barbara Eikenberry (BE); Andy Lie (AL); Kellie Samson (KS);
CITY STAFF PRESENT:	Planning Director Tina Wehrmeister (TW);
CONSULTANT TEAM:	Dawn Merkes, Group 4 Architects (DM) 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 November 14, 2018 Meeting Minutes

Review and approval of November 14, 2018 meeting minutes postponed to next meeting.

2. Oral Communications

3. Project Update and Schedule

- a. Dawn reviewed project update and schedule
- b. Speaker Forum Presentation Follow-up
 - i. Cindy - the presentation was used at the PB&R Commission meeting
 - ii. Caroline - updated Friends Of the Library newsletter
 - iii. Eric - presented at the Library Foundation & Friends of the Library
 1. Number of comments were received and shared with G4

- 2. Communicated w/ liaison for Jefferson and PSD - planning to give a presentation after school starts
- iv. Tina - police chief went ahead and looked at and called PD of the cities (3-4) with automated/self-serve library
 - 1. They all had no problems/issues with safety
 - 2. Eric - could we have the names of the PD, just in case we get asked at the meeting
- v. G4 to double check the video - video paused during the presentation (Eric and Cindy)
- c. Project Schedule
 - i. Dawn - looking at scheduling a project update with the City Council
 - ii. Tina - polling would happen sometime during February, potentially information could be accessible for the presentations
 - iii. David - are we planning to talk about estimates and share them with the community?
 - 1. Tina and Dawn - the cost estimates have been completed last phase

4. Community Outreach Results

- a. ~700 people participated during round 1 outreach
- b. Top 4 Library services at Sanchez
 - i. Open 7 days a week
 - ii. Browsing collection
 - iii. Library programs
 - iv. Holds + drop-off
- c. Top 4 Community services at Sanchez
 - i. Pre-school/Kids program
 - ii. Community events
 - iii. Enrichment classes
 - iv. Teen programming
- d. Top 4 Design Values
 - i. Site Context
 - ii. Coastal Design
 - iii. Warm + Inviting
 - iv. Modern California
- e. Public Comments - none

5. Sharp Park Library Design Update

25K, 60/40 split massing strategy. 1st floor - all library spaces except for the maker space, which is located along with other meeting spaces. Second floor - community hall, conference room, maker space. Providing adjacent speed ramp to neighboring apartment.

- a. Option A - Pacifica's Civic Hub (City Scale)
 - i. Lower level of the parking (half level down) accessible from Pacific Ave

- ii. Upper level parking accessible from Hilton Way
 - iii. Usage of signage to create landmark/gate post
 - iv. Comments:
 - 1. Big footprint - needs to be considerate of the adjacent neighbors/houses
 - 2. Is civic a right design strategy for Pacifica?
- b. Option B - Pacifica's Town Commons (Community Scale)
- i. Circulation has pulled out of the building, creating a landmark
 - ii. Civic frontage, but breakdown of massing on Hilton Way - smaller massing on the residential side
 - iii. Lots of opportunities of outdoor deck/patio
 - 1. Makerspace outdoor patio
 - 2. Community Hall deck
 - 3. Children's terrace
 - 4. Adults terrace
 - iv. Comments:
 - 1. Kathy - like this option, breakdown of scale and dedicated deck space for the makerspace are nice
- c. Option C - Pacifica's Cannery Row (Neighborhood Scale)
- i. Break down of massing - 2 roof lines
 - ii. Pulled the community room back and has direct access to the deck
 - iii. Cannery - always growing and changing and addition
 - iv. Comments:
 - 1. Cindy - Adult space
 - a. Adults are separated from Children space, would it work?
 - i. Carine - creating distinct spaces, acoustical zoning wise, it would actually be beneficial
 - b. Dawn - library is moving on with browsing collection, lobby space in between could be a space where they could expand the browsing collection
 - 2. Kathy - In general all floor plan seems to work, but it is hard to determine which option would be the best
- d. Generic Parking Plan
- i. Parking plates same for either floors
 - ii. Two parking floors not connected - use of internal circulation would be inefficient with site constraints
 - 0. Use of digital signage
- f. In the future, when presenting to the community, maybe displaying all options on one page?
- g. Eric - staff space and location of external book drop? Possible to locate book drop adjacent to the staff space?
- i. Dawn - it is challenging due to underground parking, but working closely with SMCL on different operational strategies
- h. Kathy and Anne - option B is appealing; smaller mass is nice. Option C is too boxy
- i. Kathy - view from Hilton Circle on option C is really nice, great opportunities for ocean views and natural light

- j. Eric - option B or C looks good in terms of breakdown of massing and considering footprint
- k. Sue - option C is preferable
- l. Ryan - option A and community room in option C is nice
- m. Dawn - to sum up, generally people like the option B and C because of the breakdown of massing
- n. From public:
 - i. Ellen - option C, is there an access to the community room from the Hilton Circle?
 - 1. Dawn - it could be
 - ii. Ellen - natural ventilation for underground parking?
 - 1. Dawn - no, mechanical ventilation, because natural ventilation requires 2 openings.
- o. Kathy - since library is located in one floor on the lower level, how much of the daylighting would penetrate?
 - i. Dawn - currently, lower level is almost same level as existing, so ample daylighting penetrates. Staff area has limited daylight, but we are trying to incorporate different options for skylights

6. Sanchez Library Bubble Diagram Plan & Program Option Summaries

- a. Larger Library
- b. Larger community room
 - i. Potential divisible rooms
- b. Potential addition - does not go over the easement, but there was a breezeway
 - ii. G4 to make revision to the diagram
- c. Draft recommended program
 - iii. Planning to work with the library and PB&R to vet this recommended program
 - iv. Lounge seating - wrong sf was used (10), 30sf should be used - G4 to make changes
- d. Comments:
 - i. Eric - given this site, can we zoom out and see other site opportunities? Showing bigger site context
 - 1. Dawn - we wanted to move away from scope creep, but definitely could explore and look at different opportunities
 - ii. Julie - are you leaving the courtyard as is?
 - 1. Dawn - creating protected space, children friendly. Improved courtyard
 - 2. G4 to dash-in around the courtyard
 - 3. Eric - are there opportunities to make courtyard bigger?
 - iii. Cindy - larger community center option is turning library into a community center
 - iv. Kathy - labels are misleading
 - 1. Dawn - community room can be also used as library programming space
 - a. Re-label the program bubbles - shared space to lobby/lounge
 - v. Dawn - all very preliminary, still need a lot of work done with the library and PB&R
 - vi. Public Comments:
 - 1. Ellen - community garden
 - a. Would the garden be open to the comm. to maintain? Or staff would?
 - b. Julie - open for possibilities

7. Committee and Staff Communication

- a. Eric - visited HMB library, very lovely... but neighbor envy. We need one for Pacifica. Also, gives you a sense of two floor real world option
- b. Julie - attended the presentations, thanks to everyone who participated in the process
- c. Cindy
 - i. City is doing an update to a new comprehensive Bicycle and Pedestrian Master Plan
 1. Very interactive website
 2. Provide feedback
 - ii. Opening at the Sanchez Art Center this Friday

MEETING ADJOURNED

Cindy Abbott
Library Advisory Committee Chair