



**CITY OF PACIFICA  
LIBRARY ADVISORY COMMITTEE**

**March 14, 2018  
6:30 – 8:00 P.M.**

**Sanchez Library  
1111 Terra Nova Blvd.**

**Call to Order**

- 1. Approval of January 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. Summary of Project Activities Since January 2018**
- 4. Overview of Draft Conceptual Design Project Scope**
- 5. Committee Feedback on Community and Stakeholder Outreach Plan for Conceptual Design Phase**
- 6. Discuss Committee meeting schedule**  
Committee members are asked to bring their calendars.
- 7. Committee and Staff Communications**

**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.

**MINUTES**

January 10, 2018

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

**COMMITTEE PRESENT:** Cindy Abbott (CA);  
Caroline Barba (CB);  
Tom Clifford (TC);  
Jerry Crow (JC);  
David Leal (DL);  
Kathy Long (KL);  
Eric Ruchames (ER)

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

**COMMITTEE ABSENT:** Barbara Eikenberry (BE);  
Kellie Samson (KS);  
Laverne Villalobos (LV);  
Sue Vaterlaus (SV)

**CITY STAFF PRESENT:** City Manager Kevin Woodhouse (KW);  
Planning Director Tina Wehrmeister (TW);  
Assistant Planner Robert Smith (RS);  
Exec. Asst. Sarah Coffey (SC);

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

**SMCL STAFF:** Anne-Marie Despain (AD);  
Julie Finklang (JF).

**CALL TO ORDER**

Chair Cindy Abbott called the meeting to order upon reaching a quorum at 6:57 PM. Order of Agenda was amended to move approval of Nov. 8 meeting minutes and Oral Communications to follow the review of the Draft Pacifica Libraries Opportunities Summary Report.

**1. REVIEW DRAFT PACIFICA LIBRARIES OPPORTUNITIES SUMMARY REPORT**

DM commented on revisions to the draft Pacifica Libraries Opportunities Summary Report to identify economic benefits of each site, such as the existing Sharp Park library site already being zoned for a library.

ER: Was it part of this committee's purview to get into the details of economic development and determine what the economic impact of library sites? DMA suggested at least having the discussion of economic impacts in case the question is asked during the presentation to Council. TW: For the Palmetto / Montecito site, analysis has progressed further on this site as compared to others. There are similar economic impact factors for the other sites, but analysis has not progressed as far. CA: Economic impact should be mentioned because we've had those discussions, and the community has brought up the Transient Occupancy Tax (TOT) issue. ER: A number of things have come up in our work that may not be directly a part of our mandate, but are important to the decision-making process. CA: That information should be included in the Executive Summary and in the discussion of each site in the Report.

CA asked committee members whether the ordering and layout of the Report pages was clear. DMA remarked that where to find the "bottom line recommendations" was not clearly indicated in the table of contents. DM clarified that the recommendations are noted in the 8-page Executive Summary, but will revise the table of contents labeling to address DMA's feedback. The Final Report will be presented at the January 22, 2018 City Council meeting. TW: The Agenda for the Jan. 22 City Council meeting will be published on Jan. 17 (the Wednesday before the Council meeting). There were requests to publish the Final Report even before the Council Agenda. DM mentioned Friday deadline for any additional comments on the draft Report in order to incorporate them into the Final. TW: consider that Monday is a holiday, and the Draft Report is already public. TC pointed out that the suggested changes are nuances, and does not see an issue with planning to release the Final Report by next Tuesday (Jan. 16). CA requested providing feedback back to staff by tomorrow (Thursday), considering Monday's holiday.

## **2. APPROVAL OF November 8, 2017 MEETING MINUTES**

CA noted a few changes needed to the Nov. 8, 2017 draft minutes: (1) on page 2, CA asked about the dislikes of traffic issues; (2) on page 3, CA did not note too much parking, but was concerned about parking being located on the ground level (interfering with traffic / visibility), (3) on page 6, it was SC who shared that the website was up-to-date on the presentations. CA submitted her suggested edits to SC. ER moves to approve minutes with the noted changes; CB seconds. Unanimous approval of minutes as amended.

## **3. ORAL COMMUNICATIONS**

Ellen Ron thanked the Library Committee, staff and Group 4 for their work towards this Report.

## **4. COMMITTEE AND STAFF COMMUNICATIONS**

TW thanked the committee for all of its hard work culminating in the Pacifica Libraries Opportunities Report. Committee members are encouraged to attend the January 22 City Council meeting when the Report is presented to City Council and to comment on this item at the meeting. TW and CA will present the item at the City Council meeting. DM and KW thank the committee for putting in the time and hard work, also. TC thanked all committee members, as he was appointed towards the end of this process; he is proud of all the work that was done. ER expressed thanks, also. ER asked what the next steps for the committee are. KW: We will receive additional direction at the Jan. 22 City Council meeting as the Council discusses next

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steps. The original charge of the Library Advisory Committee is likely still applicable; we will be moving toward design in the project, which was envisioned as the part of the original charge of this committee to provide input. The financing mechanism remains to be addressed. TW: this project (culminating in the Pacifica Libraries Opportunities Report) is different than the original charter; recall that the City Council provided direction after Measure N did not pass. DMA asked about the budget for Group 4, and whether they can continue with additional analysis. TW: Staff Reports for City Council meetings will include fiscal analysis and planning budget information. KL and CB thanked Group 4 for all of the really hard work; other committee members agreed.

JF announced a new library program, “Book to Action” in partnership with the Pacifica Beach Coalition. They will be giving books out at the annual Pacifica Beach Coalition fundraiser surf movie event on February 9. The Book to Action program will start with reading, “Garbology: Our Dirty Love Affair with Trash” and will tie in with a service project – clean up and planting in the area.

JC: Group 4 did a beautiful job on the Pacifica Libraries Opportunities Report; it will be very helpful going forward on the project.

Motion to adjourn the meeting by TC; seconded by KL.

MEETING ADJOURNED 7:23 PM.

Respectfully submitted,

Sarah Coffey  
Executive Assistant

APPROVED:

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Cindy Abbott  
Library Advisory Committee Chair