



**CITY OF PACIFICA
LIBRARY ADVISORY COMMITTEE**

**April 11, 2018
6:30 – 8:00 P.M.**

**Sharp Park Library
104 Hilton Way**

Call to Order

- 1. Approval of March 14, 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. Community and Stakeholder Outreach**
 - a. Review draft project outreach plan
 - b. Review and identify speakers forum opportunities
- 4. Review Master Plan Program and Site Summaries**
 - a. New Sharp Park Library
 - b. Sanchez Library
- 5. Project Goals**
 - a. Process
 - b. New Sharp Park Library
 - i. Building
 - ii. Site
 - c. Sanchez Library
 - i. Building
 - ii. Site
- 6. Next Steps**
- 7. Committee and Staff Communications**

Adjourn

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DRAFT

MINUTES

March 14, 2018

**CITY OF PACIFICA
LIBRARY ADVISORY COMMITTEE
PACIFICA 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);
Kathy Shiokari (KS)

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

COMMITTEE ABSENT: Kathy Long (KL);
Kellie Samson (KS);

CITY STAFF PRESENT: Planning Director Tina Wehrmeister (TW);
Assistant Planner Robert Smith (RS);
Exec. Asst. Sarah Coffey (SC);

CONSULTANT TEAM: Dawn Merkes, Group 4 Architects (DM)

SMCL STAFF: Julie Finklang (JF)

CALL TO ORDER

Chair Cindy Abbott called the meeting to order at 6:33 PM.

1. APPROVAL OF JANUARY 10, 2018 MEETING MINUTES

ER moves to approve the 1/10/2018 meeting minutes as drafted; CB seconds. Unanimous approval of minutes by all present.

2. ORAL COMMUNICATIONS – None.

3. SUMMARY OF PROJECT ACTIVITIES SINCE JANUARY 2018

TW introduced new Library Advisory Committee member, Anne Hitz.

TW thanked all committee members for their hard work and the great feedback provided on the draft Pacifica Libraries Opportunities Report. The final report was presented to City Council at its January 22, 2018 meeting. TW provided an update on the Council direction given at the 1/22/2018 meeting regarding the library project planning: (1) direction was given to start working on conceptual plans for a new main library at the Sharp Park site and renovation of the Sanchez library. This is included in the original scope of work with Group 4; (2) direction was given to explore funding feasibility and operations feasibility for operating two libraries. Since that time, City staff has held several fact-finding meetings with San Mateo County Library staff to begin exploring funding / operations feasibility. A meeting with the Pacifica Library Foundation and Pacifica Friends of the Library is scheduled for next week, and City staff will receive a report on library service alternatives from San Mateo County Library next week.

TW: Planning a baseline poll of potential voters in November 2018 or June 2019, similar to the polling done prior to the library bond on the November 2016 ballot. The results of this poll will inform timing of the next steps and funding ranges.

CA: What will the poll be asking? TW: It will get at whether there is support for funding the new library. CA: Will it have a dollar amount attached? TW: We expect to have some level of potential costs. ER: What type of poll will this be? TW: It will be a statistically viable poll of likely voters, using telephone and online methods. ER: When will the poll be done? TW: The poll will be completed in the next month or two. BE: Is there much success with telephone polls? TW: Different tools will be used, including text and email. ER: Who is the polling consultant? TW: We are looking to use FM3, the same polling consultant that was used last time in the 2016 polling. ER suggests to bring in others for input on questions to be asked in the poll. Is it too early to poll when we don't have a specific proposal for the library? TW: It will be a baseline poll, and will present ranges of information / costs. JF: Explain what is meant by baseline. DM: Baseline polls are frequently used to test funding thresholds. The budget can help inform thresholds to test. Responses to questions from baseline poll can help with guiding messaging that best resonates with the public.

CA requested a round of brief introductions by each member to provide some background for new members, Anne Evers-Hitz and Kathy Shiokari. AH is an At-Large Member. KS represents Pacifica School District.

4. OVERVIEW OF DRAFT CONCEPTUAL DESIGN PROJECT SCOPE

DM: We will take recommendations from the Pacifica Libraries Opportunities Report and City Council direction to develop a conceptual design, budget and scope for the new Sharp Park Library and renovations and possible expansion of the Sanchez Library. Technical meetings will be held. We will continue to check in with the public for input. We'll discuss how to effectively engage the public in this process. The conceptual design will be a full design package, including the aesthetic of the building fully developed, what is needed for CEQA and entitlements, elevations, floor plan and site plan. Details of mechanical and electrical systems are not included in the conceptual design, but would be included in the next phase in schematic design. The construction documents are included in schematic design. The process of developing the conceptual design, including technical meetings and community outreach, will last through November. Activity may "go dark" in the summer. Refer to handout showing an overview of the conceptual design process and tasks, including meetings and participation.

TW: The meetings and participation on the handout list the types of meetings planned, but does not indicate the number of meetings.

JF asked what does “IDW” on the handout mean? DM: IDW is “integrated design workshop.” This would be an all-day meeting with City staff and stakeholders to discuss many components of the design, including landscaping, the site diagram for traffic, LEED standards, design for security and access from police and fire standpoints, design considerations for the budget, etc.

JF asked if the workplan handout would be available on the website. TW responded we could post it to the website.

CA mentioned that previous outreach at the 4th of July event at Frontierland Park was very successful. So, asked about the comment regarding “going dark” in summer. DM responded that we can keep an online survey up and still attend key community events.

TC: When talking to the public, it is important to stress that this is a new plan for the library, not the old library plan. DM agreed its importance, and can be communicated to the public through intercept kiosks at community events, with graphics developed to show that this plan is something new and different.

JF: There are still library patrons that think that Sanchez Library will close.

DM: We can show options for the renovation or the renovation and expansion of Sanchez Library in the new information. We will ask for public input on design descriptors such as “warm & inviting” to develop a design based on community design values that mean the most to the community rather than design specifics such as a specific color. There will be a range of styles presented.

CA asked about sustainability and LEED rating. DM: believes the City has LEED Silver as a policy. We will track a LEED matrix through the design, so we can see the differences in budget for LEED standards from silver to gold to platinum. DM mentioned also a net-zero through use of photo-voltaics (PV's), but we may not choose to go with net-zero. CA: What LEED rating was the library in Palo Alto that we toured? DM believes Mitchell Park was LEED Platinum. DM: We are designing a community center in Elk Grove that is designed to be net-zero and is actually powering the aquatics center next door. The California building code has a lot of green building requirements already in place. Most communities choose to design with LEED standards even if not required. Walnut Creek Library decided to design for LEED Silver, and was able to achieve LEED Gold by collaborating with the developer that was chosen for not a large increase in budget.

CB asked at what community events will library outreach be done? DM: A draft schedule will be developed during the project initiation phase. CB: If we don't have plans yet, what do we ask the public? DM: The public can help inform design values, floor plan alternatives (for example, a library with 2 floors could be designed with a “noisy” floor with children's activities and a “quiet” floor with areas for study rooms, quiet reading, etc.)

JF: It will be helpful that the new Half Moon Bay Library will be open soon. The Half Moon Bay Library will be the first in the San Mateo County Library system with 2 floors. Sharp Park Library has the community room on the first floor, but all of the library services are on a single floor.

CA: In community outreach, will we be talking about both the Sharp Park and Sanchez libraries?

DM: Yes, both.

TC: How many events are in the budget for outreach?

TW: There will be at least 10 intercept kiosks at events planned in addition to community meetings.

5. COMMITTEE FEEDBACK ON COMMUNITY AND STAKEHOLDER OUTREACH PLAN FOR CONCEPTUAL DESIGN PHASE

TW: We will aim to be flexible so if a community event gets planned, we can organize to cover it in our outreach to get the maximum amount of public involvement. Looking to get feedback from the committee about what worked well and what didn't from the previous community outreach. It seemed that the intercept kiosks at community events were successful, but the community meetings / workshops were not that successful. Do we reduce the number of community workshops, possibly only planning one?

CA: We received a lot of public feedback / engagement at the 4th of July event at Frontierland Park.

TC: We should have at least one meeting at the Sharp Park Library. It can help show the poor condition at that library, and why a new library is needed.

JF: The Community Center was not a good location for meetings. There is the issue with paid parking, and people did not realize that they could park for free if attending the community meeting for the library outreach.

ER: We need to re-engage the community, and let people know that we have taken a new turn and this plan is something new for the library. Things have changed from the last round of outreach. Have a kick-off meeting first, possibly here at the Sanchez Library and talk about what can happen at this site.

CA: Emphasize, "You spoke; we listened."

JF: The message the City Council decided to keep Sanchez Library open has not gotten out widely. ER: Yes, but we have not yet made any real effort to get that message out.

CA: What about location for a kick-off meeting? JF: TC suggested Sharp Park. ER: Have a meeting at Sanchez, also. DM: At the libraries, we get the typical day-traffic for the patrons using the library. We could plan an intercept kiosk at Sanchez. There is not much space, though, to hold a meeting during library open hours.

DL suggested a kiosk / meeting before a City Council meeting. Folks that attend City Council meetings tend to have opinions on City issues. For an intercept kiosk, Earth Day is coming up. Is that too soon? There may be an event to commemorate the completion of Palmetto Streetscape Phase 1. The Dog Surfing Championship at Linda Mar Beach in August – have a City booth there?

CB: How did Fog Fest work out? TW: Fog Fest worked well. Library project boards were set up at the City booth. City of Pacifica residents tended to stop by the booth, so it worked well.
DM: The Kids & Kops event was well attended.

JF: Touch-a-Truck event put on by a local preschool will be at Sea Bowl on May 6th. JF can provide the contact information for that event. Farmers Market was good, too.

ER: High schools & middle school.

TW: Stakeholders such as High Schools, Seniors, Mothers' Club

DM: High school outreach can be difficult because the students' breaks are limited and do not allow for much time to engage with them. Maybe consider a presentation to a middle school government class as a focus group. JF: High schools and middle schools can be very protective of instructional time, though. DM: A civic class, though, could fold this into a lesson on civic engagement.

CA: Are the stakeholder meetings included in the 10-meeting count of community engagement meetings? DM: Let's get a good vision of all of the ideas for community engagement, and we will make sure that they are all covered – we can get LAC members to volunteer, City staff to cover, and combinations of staffing to make sure opportunities for engagement are covered, similar to how the previous outreach was covered. For example, the City booth at the Fog Fest was staffed by City staff, so did not need LAC member volunteers or Group 4 for coverage.

JF: There is a race sponsored by the Pacifica Education Foundation (PEF).

CB: That is the PEF-a-thon.

JF: The PEF gala has already happened.

KS: There is a kick-off to kindergarten event in August. ThinkBridge summer camp at Vallemar.

ER: Chamber of Commerce event(s). JF: The Tree Lighting event. DL: Taste of Pacifica

DM: We can consider holding a Speakers Forum with this committee, where members from this committee can do a summary presentation to other community organizations such as the Pacifica Democrats, Rotary, Lions, etc. Word-of-mouth is very powerful. CA: Rotary and AAUW. ER: Chamber of Commerce.

JF: The Bowl-a-Thon is a Chamber of Commerce sponsored event.

CA: Pacifica Garden Walk.

JF: There is a chowder contest sponsored by the Pedro Point Community Association in August.

CA: The Jack Cheese Contest by the Pacifica Historical Society.

DM: The consultants can join on some of the larger events. Committee members can sign up for some, too. Pre-City Council meeting may be difficult, as we don't know what the attendance at any given meeting may be. TC: Can use public comment period at a City Council meeting to

provide an update on library planning activities / progress. ER: Can plan regular updates at City Council meetings by staff and/or Council liaisons to the Library Advisory Committee.

Ellen Ron: Another idea is to piggyback on the opening of the Half Moon Bay Library and have information about New Pacifica Library planning there.

CA: If anyone has any other event ideas that they think of, send them to TW or SC.

6. DISCUSS COMMITTEE MEETING SCHEDULE

KS: The school district has Board meetings the 1st and last Wednesdays of the month, and sometimes a meeting in between. Wednesdays can be problematic.

TW: It does not appear that the Jefferson Union High School District Board meetings have a conflict with the regular Wednesday Library Advisory Committee dates. Mondays are difficult because there are either Planning Commission or City Council meetings scheduled.

CA: Is there a need to change from the regular LAC meeting dates? SV, ER, BE, CA, JC indicated that they are OK to keep the regular meeting schedule as-is.

JF has the 2nd Wednesday of the month as a standing meeting for LAC at Sharp Park Library penciled in. April 11th meeting is held for Sharp Park Library. The May meeting may need to be at Sanchez Library.

CA reported that the committee consensus appears to be to keep the regular schedule of meetings as-is.

Public Comment:

Ellen Ron: To help defray the cost of the project, is there feasibility of opening the rest of the Sanchez Library site for development, perhaps to offset not being able to sell either the Sharp Park or Sanchez Library sites?

7. COMMITTEE AND STAFF COMMUNICATIONS

TW: No further updates from Staff.

ER: There should be a kick-off event to reach out to the community before we start doing additional community engagement. I like CA's tagline of, "You spoke; we listened."

CA: What is the timeframe tentatively?

TW: We will want to check back in with the City Manager before projecting a specific timeline. The direction received from City Council was to bring back for their review a report on feasibility of having both Sharp Park and Sanchez libraries open. The polling feedback will also help to inform the timing.

DM: We will need at least 6 – 7 months to complete the work that is described in the handout showing the conceptual design schedule.

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

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March 14, 2018
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MEETING ADJOURNED 7:35 PM.

Respectfully submitted,

Sarah Coffey
Executive Assistant

APPROVED:

Cindy Abbott
Library Advisory Committee Chair