



**CITY OF PACIFICA  
LIBRARY ADVISORY COMMITTEE**

**November 8, 2017  
6:30 – 8:00 P.M.**

**Sanchez Library  
1111 Terra Nova Blvd., Pacifica**

**Call to Order**

- 1. Approval of October 11, 2017 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. Introductory remarks from newly appointed City Manager, Kevin Woodhouse**
- 4. Community Outreach Update**
- 5. Site and System Options**
  - Recommended Sites
  - Review updated Models
  - Recommended System Facility Strategies
  - Confirm Operational Scenarios
- 6. Summary Report**
  - Ad Hoc Editing Committee
  - Schedule
- 7. Planned Outreach Activities and LAC participation**
  - 60<sup>th</sup> Anniversary Saturday November 18, 2017
- 8. Discussion of Website and Public Communications**

**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

October 11, 2017

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

**COMMITTEE PRESENT:**

Cindy Abbott (CA);  
Eric Ruchames (ER);  
Caroline Barba (CB);  
Laverne Villalobos (LV);  
Barbara Eikenberry (BE);  
Jerry Crow (JC);  
Kathy Long (KL);  
Kellie Samson (KS);  
Tom Clifford (TC)

**CITY COUNCIL LIAISONS  
PRESENT:**

Deirdre Martin (DMa);

**COMMITTEE ABSENT:**

Vanessa Powers (VP);  
David Leal (DL);  
Sue Vaterlaus (SV)

**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);  
Dorsa Jalalian (DJ);

**SMCL STAFF:**

Julie Finklang (JF).

### CALL TO ORDER

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

#### **1. APPROVAL OF September 13, 2017 MEETING MINUTES**

TC moved to approve the minutes as drafted; BE seconded, all other members voted in favor.

#### **2. ORAL COMMUNICATIONS**

Ellen Ron praised CA, TW and RS for their presentation at the Planning Commission meeting held on Sept. 18, 2017 for the Planning Commission to provide input / direction on land use planning for library site selection consideration in making recommendations to the City Council.

### 3. SITE ANALYSIS

DM noted that October is the last phase of the outreach process to suggest site options. Tonight's meeting will focus on operational strategies and scenarios.

DM summarized outreach efforts focused on site options and system strategies: 9/23 at Fog Fest with boards and kiosks (good community engagement), 9/28 community open house / workshop (very low turnout), 10/4 Farmers' Market (low turnout), upcoming: 10/23 update to City Council and the 11/2 community open house / workshop. The online survey has been doing well: 93 participants as of 10/3, and will remain active until 11/1. DM summarized the input from the survey to date: Sharp Park site supported by most (115), with Palmetto / Montecito second (107) and the Corp Yard and City Hall sites falling far behind (35 and 27, respectively). 182 responded supporting 2 library branches; 90 supported a single library model. People commented that they need to know operational hours. TW: People concerned about building a new large library and not using all 60 operational hours there, but there is also significant concern about losing Sanchez.

JF asked about a placeholder she had calendared for 11/27, and what would happen on that date. DM: 11/27 was a placeholder, but not confirmed for possible final recommendations from LAC to City Council. TW: Staff will be bringing the new City Manager up to speed on the library planning background and what the LAC has been working on, so the update will be to City Council on the progress the LAC is making on the planning and the good work that has been done to date; the item would be on the consent calendar. CB: So it would not be a formal presentation.

DM summarized the feedback from the 9/18 Planning Commission meeting: 6 commissioners supported the Sharp Park site; 3 commissioners supported Palmetto / Montecito, with 2 opposed to that site and 1 seeing it as a distant 2<sup>nd</sup>. CA: The Planning Commissioners had no significant concerns about land use constraints on any of the sites left on the list. TC (the Planning Commissioner representative to LAC) confirmed that understanding. CA: Commissioners expressed concerns about parking and asked about possibly using the flat City lot next to the Thai restaurant. Prior Planning Commission meetings noted that was considered for overflow parking for allowing the new building going up on Francisco. TC: That lot has not been allocated for parking, but was taken into consideration for allowing variances for the new building on Francisco.

DM: Council update on 10/23 will present preferred site options (confirm with LAC at tonight's meeting) and it would be nice to have a recommendation on system strategy. DM clarified that Tier 1 = preferred sites: Sharp Park and Palmetto / Montecito with Sanchez Library as a 2<sup>nd</sup> site. DMA: On Preferred Sites slide, need to spell out that there are two large library sites in conjunction with Sanchez; it does not come across clearly whether there are 2 or 3 options presented on this slide. DM: Perhaps look at 2 system facility strategies slide first to clarify. DMA: Also spell out that we are talking about a new large library for the north end of Pacifica. CA: I'm not sure that we really are talking about a north library. Sharp Park is more of a central location. Suggested showing the system facility strategy slide before the Preferred and Alternate Sites slides. KL agrees and noted to clarify that the preferred sites are for both Strategy A (single library) and Strategy B (2 libraries). ER: Can we talk about a "main library" and a "branch library" to clarify in a simple way? DM: Maybe say main branch and neighborhood branch. Main branch connotes a system central library, though, which is not really the case in this system. JF: Right – SMCL has neighborhood libraries; there is no main library.

CA: As far as sites, has anything been taken off the list? DMa: There should be a 3<sup>rd</sup> option for preferred sites when recommendations are brought to Council because one site is the same as what went to the ballot previously. BE: Do we bump up one of the alternate sites? TW: We could leave all 4 potential sites for a large branch on the list and provide information to Council that 2 may have added complexity. DM: Was the distinction that the Corp Yard site is too far north? CB: Economic impact / synergy is not as great at the Corp Yard site. CA: We could list sites in order of preference. CB: The City Hall site may be more attractive due to the ADA lawsuit. ER: Once Councilman is opposed to having the library in Sharp Park. If we don't give Council an option elsewhere, we may be shooting ourselves in the foot. We could list pros / cons for each site. If we provide too narrow of choices, we may run into road blocks. Council is asking for LAC's best opinion. TC: LAC can strongly suggest our preferred site as a group, then list other options with pluses and minuses.

KL: Suggests to rearrange slides to show Sanchez on its own slide. CA: Should we then list sites in order of preference: (1) Sharp Park, (2) Palmetto / Montecito, (3) City Hall, (4) Corp Yard. JC: Is there worry about cost of Sharp Park site? TW: That is a common question. DM: All other sites have underground parking, which requires mechanical ventilation systems. Sharp Park could have under-building parking (above-ground) and be less expensive due to natural ventilation and day-lighting. JF: Do you have enough information to order the list of sites in order of cost? DM: We previously talked about elements that go into cost. We can do a more detailed cost analysis of the top 2 sites for 30,000 sq. ft. size. We can present a relative order of magnitude for cost. TW: clarified that cost is not expected to be an outlier for any of the sites still under consideration. ER: Maybe we don't consider the cost under pros / cons, then. Does parking need to be underground on all sites? DM: Only the Oceana tennis courts has sufficient capacity for all surface parking. ER: Is there a reason you can't have daylighted parking on 1<sup>st</sup> level? Is there a height limit? DM: All models are 2 stories. There are height restrictions in zoning requirements. TW: It is always at 35-ft. limit. ER: How would Sharp Park site be able to stay within this requirement? DM: Sharp Park is designated as a community facility site already, and has no height limit. TW: The Corp Yard has different zoning; it used to be a car dealership, and is not designated as a community facility site. ER: Can zoning be changed? TW: Yes. DM: Also consider street presence, which may undermine a ground floor level with non-retail or people-serving space. We will reorder the slides based on feedback to list the larger sites in order of LAC preference. KL: suggest to add facility system strategy A and B with descriptions. Ellen Ron: Whether system strategy A or B is chosen, it does not change the options for the large library sites. DM: We will make a matrix. Ellen: What was voted on was one library, not two; that may change how people look at the sites. CA: Does the choice of system strategy change the size of libraries? TW: Does it make sense in talking to the community to start with system strategies first? LAC consensus was yes.

#### **4. LIBRARY SYSTEMS STRATEGIES**

DM discussed operational strategies. Looking at total operational hours in the SMCL system, Sanchez and Sharp Park were at the low end for hours; Belmont, San Carlos, Millbrae and Foster City were at the high end. JF noted that Brisbane, Portola Valley and Woodside served smaller communities, so the JPA allocated only 40 hours to those with additional hours being funded from property tax revenues. DM: Some are planning to increase above 60 hours. JF: Pacifica has the largest population, so this can highlight the inequality in hours. DM: We can add back in the population to show with the hours. ER: On this slide, should reference Sanchez and Sharp Park as Pacifica – Sanchez and Pacifica – Sharp Park. JF: Half Moon Bay is in a

temporary facility, but the new building will be open 60 hours. East Palo Alto operates in a county building, so they are more constrained by hours. JC: Is there a rule of thumb for cost per operational hour? JF: No. There is some discussion about changing the calculation of hours and relating it to cost of operation. DM: Review the Service Options Based on Facility Strategies slide. The first option is a facility strategy with 1 branch with 60 hours. KL: Can we take out the reference to “North”? DM will do that. Should the terms main branch and neighborhood branch be used? JF: OK, but Anne-Marie may disagree with the term “main branch.” ER: We are not talking about County strategy in this context, but Pacifica strategy. DM: Facility Strategy 2 shows options for a model with 2 branches. Option A: 60 hours total with a full-service branch using 30-60 hours and Sanchez using 0-30 hours. Option B: Alternate Service Model would be a different staffing model at Sanchez, possibly with less library staff. Anne-Marie said that this is not something that the JPA is doing yet at all, but could be explored by the City and JPA working together. There are some constraints for minimum staffing, security, etc. JF: When talking about staff reduction, clarify that it does not mean laying off staff. Comments heard from community expressed that some would not vote for a single library model if library staff would lose jobs. DM: We could also talk about extra hours, for example, one branch with 40 hours and the other with 30 hours. Option C is a new idea that has started to be discussed where in addition to library services being offered at Sanchez, it could be a shared-use facility and partner with Parks, Beaches & Recreation staff to offer recreation programming. One of the wings could be secured off from the other portion for use as program space. Bookshelves could be on casters and mobile to move things around and make a more flexible program space. Options B & C do not need to be exclusive of each other. TC: Would people see it as a reduction of service because the library portion of the building would be smaller if a portion of the building was sectioned off for program space?

- **Draft Strategy Options**

DM: See the summary sheets with the 3 scenarios showing services that could be offered in each scenario. ER: Is there the option of adding more space to Sanchez in the renovation process? DM: You could get restroom and program space with addition of 2,000 sq. ft. ER: This way it would be a site of innovation, rather than seen as a reduction in library service. TC: If we are not adding space to Sanchez, then we are giving the community less in library services. If there is an addition, then you will be getting more if you vote for it. DM: We are just introducing the options to the LAC at this time, and not ready to get into the details on these options yet in community discussions. KL: What I heard from the community was that they want Sanchez, but not necessarily at the same level of service. TW: I don't think we heard enough from the community on that aspect. DM: Heard that people seem to plan around Sanchez hours, which is also seen in the use statistics for Sanchez. KL: Sanchez gets crowded for specific programming. JF: For specific programming and after school hours, Sanchez is full but not crowded. Is the service list accurate on the slides? We don't have a quiet reading space at the libraries now; maybe just say “reading space” and take out the word “quiet”. Why are we including a renovated Sanchez in the current model? What is the “Family Place”? DM: The Family Place is the little children's space and little teen space, but there is not a full space for each. Ellen Ron suggested saying Children's Space and Teen Corner / Area. CA: For Sanchez scenarios 2a and 2b, is the only difference in the number of hours? DM: 2b will look at a different staffing model. CA: This page is confusing. What are the key things it is trying to tell? TW: The different scenarios are for transparency – showing that if we have joint use and the building is open longer, but the library services are separate. ER: We are equating hours and services, but they are not the same. You can be there for a PB&R program and pick up a book

on hold at the same time. Talking with Anne-Marie about how library services are changing. There is a changing vision about what you do at the library that is not tied to hours. DM: Talking about how buildings are designed for shared use, Half Moon Bay is not as concerned with security of book collections. Seeking input from LAC about what models and services would be good to explore. It would take about 18 – 24 months to come up with cost of service models, and would be done at the next level of planning. The benefit of shared use is two-fold, as PB&R is also short on programming space. DMA: We can use the Sanchez space more creatively. For example, the YAB is looking for more space. DM: Shared use could mean that the building is staffed so is secured and supervised, but self-service for library. TC: As an employer, I watch for ways to automate things and then we just need someone to supervise. We can look at augmenting with automation and making things do-it-yourself for the client. DMA: On the Library Options Scenarios slide, take out the days and hours since they are all TBD. CA: Have a grid instead of repeating words. Hours can't be decided until you know what will be there. DMA: Noted that while PB&R is in the space, it would not be counted toward library hours. Would there be a scenario where this happens? DM: There could be book lockers, vending machines for browsing, study space, collaborative space, meeting space. The library does not charge for time that library staff is not there. DMA: What is the definition for one hour for the JPA? DM: It is defined as one operational hour. JF: Per MOU's, a minimum of 2 staff in the building is required for security reasons. In practice, it tends to be 3 people so one can take a break and not violate labor law. First step from the JPA perspective would be to decide by the City / Council to explore alternative staffing further. The MOU is silent on the unstaffed model, and the union would need to meet and confer to figure out if they would agree to modify the MOU and what impact it would have. ER: Can the 3<sup>rd</sup> person be a PB&R staff person? Is the third person only ½ hr? How do you optimally employ the staff? DM: It is important to test these operation scenarios to see how they resonate with people. KL: We could give a few potential pictures and note that it is not an exhaustive list. Show the potential for collaboration with PB&R and joint programming. A collaboration could attract both library and PB&R programming. ER: This advisory group could be useful in these discussions about changing service models and we could be a sounding board before the ideas are taken out to the broader community. Ellen Ron advised staying away from the term "neighborhood library"; it is a large library and a small library. The slide is very confusing if you don't have someone to explain it. The scenarios are linked, but separate and show hours vs. service models. CA: Maybe combine scenario 2b and 2c into a broader service model. DM: Maybe the alternate service/shared option is the only option. Why are we sticking with traditional library hours?

## **5. PLANNED OUTREACH ACTIVITIES AND LAC PARTICIPATION**

TW: A written update on the library planning progress will be presented to Council on 10/23. The next community outreach meeting is scheduled for 11/2.  
CA: Is there anything we can do to get more turn out for the community meeting? JF: Advertise that parking is free. DM: The Community Center is not a convenient location. Maybe tie the community outreach into other meetings / events. JF: Should we move the location / date? DM: It has already been advertised. We are getting good results from the ipad kiosk and the online survey. TW: There are plans to have a library project table at the City's 60<sup>th</sup> Anniversary Open House at the Community Center on 11/18.

## **6. DISCUSSION OF WEBSITE AND PUBLIC COMMUNICATIONS**

CA: Any follow up conversation on the website? TW: No.

CB: Are the presentations from LAC meetings online?

SC: We will get caught up on uploading all of the presentations and formatting the site so they are easier to find / access.

## 7. COMMITTEE AND STAFF COMMUNICATIONS

CA: Have we selected a Vice Chair? TW: Staff wrote a letter to the High School district requesting a replacement for Rosie Tejada.

CA called for nominations for Vice Chair. CB nominates Eric Ruchames; LV seconds. ER asked for any other nominations, but will accept the nomination. No other nominees were named. CA called for a vote to name Eric Ruchames as Vice Chair. Vote is unanimous to approve Eric Ruchames as Vice Chair.

TW distributed a letter from Anna Boothe with her thoughts on the library project.

TC: All Planning Commissioners were impressed with the presentation on the library project planning to the Commission on 9/18. TC thanked TW, RS and CA for presenting.

ER asked about the new City Manager. Should we invite him to the LAC for an introduction?

TW: City Manager Kevin Woodhouse intends to visit each Committee / Commission at least once in the next couple months for a formal introduction, and then will visit as-needed. This Committee will have a formal introduction.

MEETING ADJOURNED 8:11pm.

Respectfully submitted,

Sarah Coffey  
Executive Assistant

APPROVED:

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Cindy Abbott  
Library Advisory Committee Chair