



# CITY OF PACIFICA LIBRARY ADVISORY COMMITTEE MEETING MINUTES

**Wednesday, December 20, 2023**

**6:00 PM**

**City Council Chambers, 2212 Beach Blvd., Pacifica**

**CALL TO ORDER** at 6:12pm by Clerk Coffey.

**Roll Call:**

- a. **Members Present:** Cindy Abbott, Erin Deis, Anne Hitz, Jennifer Hlavin, Kathy Long, Annabelle Phillips, Dave Sikula, Maya Sinapuelas, Tina Wehrmeister
- b. **Ex-Officio Members (non-voting):** Julia Hall (Pacifica School District)
- c. **City Council Liaison:** Mayor pro Tem Sue Beckmeyer
- d. **Staff Present:** Kevin Woodhouse (City Manager), Sarah Coffey (City Clerk)
- e. **Library and Consulting Staff Present:** Anne-Marie Despain (SMCL), Julie Smith (Pacifica Libraries Manager), Nate Galvan (BergDavis)

**1. ADMINISTRATIVE BUSINESS:**

**a. Welcome New Library Advisory Committee Members**

City Manager Woodhouse provided an introduction to the Library Advisory Committee members and thanked the members for volunteering for the committee. City Manager Woodhouse stated that the City Council goals and priorities includes re-energizing the effort towards planning for a new library, stating that libraries have changed and perceptions of libraries have changed over time and emphasized the importance of modern library services and facilities to the community. He also stated that Executive Assistant Jennie Kenway will be involved as support staff to the Library Advisory Committee in addition to staff liaison City Clerk Sarah Coffey.

Mayor pro Tem Beckmeyer stated that the issue about communication regarding the library project is key to help people in the community understand how vibrant and necessary libraries are.

City Manager Woodhouse provided some background about the San Mateo County Libraries JPA that covers 11 cities in the County. The County JPA operates the libraries, but the cities own the facilities. Pacifica is the only city in the system that has two libraries.

Executive Director Despain provided additional background on the history of the San Mateo County Libraries a partnership that has existed since 1912, with the JPA agreement signed in 1999. Pacifica has been working toward a new library since that time. Ms. Despain stated that the newest libraries in the system are Half Moon Bay, Atherton and Brisbane. She

explained that the Foundation for San Mateo County Libraries was established to provide systemwide support.

City Clerk Coffey provided some background regarding the Library Advisory Committee and referenced the 2023 Resolution that established the current purpose, structure and membership of the Library Advisory Committee.

**b. Oath of Office for Committee Members**

Clerk Coffey administered the Oath of Office to all Library Advisory Committee members.

**c. Introductions of Members, Liaisons, Staff and Consultants**

Members, staff and consultants present introduced themselves to the group and provided some background, experience and their interest in the Library Advisory Committee.

**d. Ex-Officio Member recruitment**

City Clerk Coffey stated that the Pacifica School District has appointed an ex-officio member, Julia Hall, and the Pacifica Friends of the Library will have a rotating member attending as ex-officio; the others awaiting appointment by the organizations are Jefferson Union High School District, Pacifica Mothers Club, and Seniors In Action. LAC members can assist in recruiting ex-officio members from those organizations that they believe may be most beneficial.

**e. Library Advisory Committee and Library Project Webpages**

City Clerk Coffey showed committee members the Library Advisory Committee webpage on the City of Pacifica website ([www.cityofpacifica.org](http://www.cityofpacifica.org) under Government → Commissions & Committees → Library Advisory Committee) and the Pacifica Library Project webpage at [www.pacificallibraryproject.com](http://www.pacificallibraryproject.com).

**2. PRESENTATIONS:**

**a. Introduction of Brown Act and Committee Communication Requirements**

City Clerk Coffey presented an overview of the Brown Act, explaining what bodies must adhere to the Brown Act for transparency and open public meetings, what constitutes a meeting, communications to avoid Brown Act violations, and meeting noticing requirements under the Brown Act. Clerk Coffey emphasized the importance of communications using members' City email addresses, as the communications with respect to City business are subject to Public Records Act disclosures as well as the Brown Act. She referred to the Committee & Commission Handbook and TargetSolutions trainings on Ethics and the Brown Act for more information.

Clerk Coffey addressed questions from committee members, including questions to clarify a quorum of members (with the committee of nine members, five members constitutes a quorum) and that a meeting cannot be held without a quorum. Mayor pro Tem Beckmeyer stated that it is important to let Clerk Coffey know if a member is not able to attend a meeting



so that we can assess whether a quorum can attend and can cancel and notify members if known ahead that there will not be a quorum.

City Manager Woodhouse made closing remarks about the Brown Act, stating that if there are questions to contact Clerk Coffey and, if needed, can ask the City Attorney for advice. He also explained, for the Library Advisory Committee with nine members, it provides an opportunity to form robust subcommittees of up to four members that can work on a specific task without an agenda meeting to do some productive work and report back to the full committee.

**b. New Pacifica Library Project Background**

**i. New Sharp Park Library and Renovated Sanchez Library Conceptual Designs**

City Clerk Coffey presented information, on the background of the new library project the Library Conceptual Design Report that was adopted by City Council in May 2019, and the community outreach and feedback that informed the designs for a new Sharp Park Library and renovated Sanchez Library with an Open-Access model. She explained the transition of the plan for a single new Sharp Park Library on a new site to the current plan for a new Sharp Park Library at its current location and a renovated Sanchez Library following the November 2016 bond measure that did not pass with the two-thirds vote needed.

Committee members asked for clarification of the Marketplace area in the design. Clerk Coffey explained that this would be an area for the Friends of the Library book sales, similar to the area currently at the Sharp Park Library.

City Manager Woodhouse explained that there are challenges with the two-library concept due to the share of staffing within the JPA is only for a certain amount and Pacifica is the only city in the system with two libraries so needs to share the staffing allotment between the two libraries. He stated that the desire to have a fully functional, open 7 days a week main library, so a lower staffed open access model with self-service such as at the kiosk at the Sanchez library provides a way to do that.

Executive Director Despain explained that the San Mateo County Library System is funded through property taxes. The majority of the budget is for staffing services in addition to collections, IT, etc. There are a minimum service level hours allotted to each community, with hours that could be extended through shared funding with the city. They have been looking at open access models for some time to achieve efficiencies and access.

Committee member Sikula asked if staff is devoted to each library or if they float. Exec. Director Despain replied that now they float / are shared, but it used to be more of a discrete staffing.

Committee member Long asked about the property taxes and whether the taxes from each community are allocated to that community. Exec. Director Despain explained that it is all



pooled together and service hours are allocated to each community. She stated that there are a few communities where the amount of property taxes they get exceed the cost of their libraries to operate, but for most communities they are subsidizing the hours from property taxes from unincorporated areas. She mentioned that SFO is in the unincorporated area, also. She explained the whole idea of a countywide system is to provide library services for the whole county, not community by community. Committee member Long asked if there are libraries that are not part of the system in San Mateo County. Exec. Dir. Despain replied that there are some independent city libraries, which are supported by city general funds.

Mayor pro Tem Beckmeyer explained some history regarding adding Sanchez Library to the system, the importance of Sanchez Library as a social hub in the neighborhood, and the addition of the element of open-access and a self-service option.

Exec. Dir. Despain explained that the JPA was formed in 1999 out of a funding crisis and put in place a structure of shared operations of libraries; the Pacifica libraries were transferred to the city and the city became responsible for the facilities – maintenance, capital improvements, janitorial, etc. – and the Library JPA became responsible for the staffing in order to maintain the library open hours.

Regarding the open-access model, Committee member Abbott mentioned that on the Pacifica Library Project webpage there is a video showing an example of an open-access model from a library in Ventura.

Committee member Sikula asked if there is a timeline for how long the construction would take. City Manager Woodhouse estimated that for construction only, from breaking ground it would take about two years after Clerk Coffey explained that there is an initial dependency on funding and development of construction design documents.

A member of the public asked how Coastal Commission decisions and the sea wall in Sharp Park impact the Sharp Park Library construction. City Manager Woodhouse replied that the Sharp Park Library is in the coastal zone, so there are coastal development permits required. Committee member Wehrmeister thought that the permits are city-issued, but appealable to the Coastal Commission. Clerk Coffey mentioned that this might be a question to add to the FAQ's.

**c. Sanchez Library Outpost Update**

Exec. Director Despain provided a draft FAQ document related to the Sanchez Library Outpost, which is currently under construction for installation. She showed an architectural rendering of the Outpost. She stated it will hold approximately 300 items. It may be used for holds, but it may depend on sizes of materials. It will have a browsing collection. They are also exploring e-Book Stops where patrons can download digital materials. They are looking at putting these in unincorporated areas to expand access, as the Outposts are open 24/7.



This will be the first Outpost in the system and is expected to be completed in February / early Spring.

Exec. Director Despain added that the City and Library have been exploring funding and applied for grants, the most recent was robust state funding that was applied for but we were not successful in getting due to requirements for a match. She explained that until that funding happens, we cannot move forward on more plans for the remodel for Sanchez so the Outpost is a step now that direction for open access.

Library Manager Julie Smith added that with the Outpost construction they will also be installing a new bike rack.

City Manager Woodhouse mentioned that the ribbon cutting for the Outpost is an opportunity for LAC members to launch materials and information about the library project. Exec. Director Despain mentioned that there is a worry in the community that Sanchez Library is closing or that staff is being laid off, so the FAQs address that.

Committee member Sinapuelas asked about security for the Outpost and how it will be monitored. Exec. Dir. Despain replied that the Outpost is outside of the library. Ms. Sinapuelas clarified that her question was about open access to the library building. Exec. Dir. Despain stated that it would be an enclosed area that is secure, similar to the post office mailbox area that is open while the post office is closed.

Committee member Wehrmeister asked regarding the state grants if there would be more rounds of funding. Exec. Dir. Despain stated that this was the second round and there is still some money remaining from what the State Library stated, so there may still be an opportunity.

### **3. COMMITTEE AND STAFF COMMUNICATIONS**

#### **4. PUBLIC COMMENT ON ITEMS NOT ON POSTED AGENDA – No public comments.**

#### **5. POTENTIAL FUTURE AGENDA TOPICS**

The Committee will discuss and determine potential future agenda items

- a. Selection of Chair and Vice-Chair of the Committee
- b. Selection of Secretary for the Committee
- c. Public Information and Outreach Materials regarding future Libraries Project
- d. Requests for other topics – Suggestions were made to provide an idea of the timeline of committee activities. A suggestion was made for information about San Mateo County Library Foundation and what support they can offer.

#### **6. NEXT SCHEDULED MEETING DATE**

The Committee discussed and came to a consensus to select the regular meeting date and time as the second Wednesdays of each month at 6:00pm.

**ADJOURN** at 8:16 pm.

APPROVED 1-10-2024 by COMMITTEE VOTE 6-0

