



CITY OF PACIFICA LIBRARY ADVISORY COMMITTEE AGENDA

Wednesday, August 14, 2024

6:00 PM

Sharp Park Library, 104 Hilton Way, Pacifica

CALL TO ORDER:

Roll Call:

- a. **Members:** 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), Beth Ramos (Pacifica Families Club), Pacifica Friends of the Library, Jefferson Union High School District, Seniors In Action
- c. **City Council Liaisons:** Mayor pro Tem Sue Beckmeyer
- d. **Staff Liaison:** Sarah Coffey, Kevin Woodhouse
- e. **Library and Consulting Staff:** Nate Galvan (BergDavis), Julie Smith, Rachel McDonnell

1. ADMINISTRATIVE BUSINESS:

- a. Approval of Minutes from July 10, 2024 meeting (Attachment 1)

2. PROJECT UPDATES AND INFORMATION:

- a. Sanchez Library Outpost (Informational)
 - i. Recap of Sanchez Library Outpost Ribbon Cutting held on July 23, 2024 0210
 - ii. Update on Sanchez Library Outpost from SMCL – usage following going live
- b. Pacifica Libraries Modernization Project
 - i. Final Library Project FAQs
 - ii. Pacifica Libraries Project Website Update based on prior LAC feedback (BergDavis)
 - iii. Outreach – Social Media update
 1. City of Pacifica social media
 2. Pacifica Friends of the Library Instagram and Facebook
 3. Objectives – build a following, share posts, build photo library, schedule of weekly content / posts
- c. Preparation for Outreach at FogFest
 - i. Collateral – FAQs, Key Talking Points, handouts
 - ii. Social Media activity
 - iii. Collaboration with SMCL

3. Sub-Committee Updates

- a. Collateral Development Subcommittee Updates
- b. Social Media Subcommittee Updates
- c. Community Outreach Subcommittee Updates

4. COMMITTEE AND STAFF COMMUNICATIONS

5. PUBLIC COMMENT ON ITEMS NOT ON POSTED AGENDA:

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.

6. POTENTIAL FUTURE AGENDA TOPICS

The Committee will discuss and determine potential future agenda items

- a. Requests for topics

7. NEXT SCHEDULED MEETING DATE – Wednesday, September 11, 2024

Committee members to advise of any anticipated absences for next meeting.

ADJOURN

NOTICE: The City of Pacifica will provide assistance for disabled citizens upon at least 24 hours advance notice to the City Manager's Office (650) 738-7300, or send request via email to: scoffey@pacificagov if you need sign language assistance or written material printed in a larger font or taped, advance notice is necessary. All meeting rooms are accessible to the disabled.





CITY OF PACIFICA LIBRARY ADVISORY COMMITTEE MEETING MINUTES

Wednesday, July 10, 2024

6:00 PM

Sanchez Library, 1111 Terra Nova Blvd, Pacifica

CALL TO ORDER:

Roll Call:

- a. **Members Present:** Cindy Abbott, Erin Deis (arrived 6:09pm), Anne Hitz, Jennifer Hlavin, Kathy Long, Annabelle Phillips, Dave Sikula, Maya Sinapuelas, Tina Wehrmeister
- b. **Members Absent:** None
- c. **Ex-Officio Members (non-voting) Present:** Julia Hall (Pacifica School District)
- d. **Ex-Officio Members (non-voting) Absent:** Beth Ramos (Pacifica Families Club), Pacifica Friends of the Library, Jefferson Union High School District, Seniors In Action
- e. **City Council Liaison Present:** Mayor pro Tem Sue Beckmeyer
- f. **Staff Liaison Present:** Sarah Coffey
- g. **Library and Consulting Staff Present:** Julie Smith (Pacifica Libraries Manager), Rachel McDonnell (SMCL), Nate Galvan (BergDavis), Savanna Schwartz (BergDavis)

Chair Tina Wehrmeister called the meeting to order at 6:01 pm.

1. ADMINISTRATIVE BUSINESS:

- a. **Approval of Minutes from June 12, 2024 meeting (Attachment 1)**
Motion to approve Minutes: Dave Sikula; 2nd: Kathy Long; Vote 6-0 (absent: Deis)

2. PROJECT UPDATES AND INFORMATION:

a. Sanchez Library Outpost (Informational)

i. Update on project from SMCL

Julie Smith stated that the Sanchez Library Outpost Ribbon Cutting would be on Tuesday, July 23 from 3pm – 5pm and they will have the Maker Mobile and special treats at the event. City Councilmembers were invited. The Outpost machine is being worked on as they are in a soft launch / testing period before the ribbon cutting. The machine was loaded with books on Monday for the first time, and can hold about 340 items. Library Access Services put in a variety of books, including new books, cooking, gardening, childrens, etc. They also will place holds for pick up at the Outpost; the holds went live on Tuesday. To pick up holds, scan your library card and the Outpost will dispense the books. For holds, black tape will cover the spine to differentiate them from the browsing collection. They placed a “coming soon” sign on the Outpost until it is open to the public.

Julia Hall thought it is a well-thought out space that is very nice. Cindy Abbott asked about shading in the seating area, as the tables could get very hot, and suggested the City plant trees around the seating area for shading. Kathy Long shared concerns about the height differential at the curb from the parking area and was concerned

about tripping hazard. Rachel McDonnell responded that issue was noted in project construction and the contractor would address it. Cindy Abbott mentioned concerns about the condition of the sidewalk path.

ii. Demonstration of Outpost Operation to Library Advisory Committee

b. Upcoming Event: Sanchez Outpost Ribbon Cutting – Tues. July 23, 2024 from 3:00pm – 5:00pm

Tina Wehrmeister asked who would be able to attend the ribbon cutting event; she and Dave Sikula would arrive late, Anne Hitz would attend in the beginning, Mayor pro Tem Beckmeyer would attend.

Committee members suggested items for tabling at the event by the Committee:

- FAQs update
- Postcards with a QR code or link to project website (from prior outreach)
- Conceptual design boards from Group 4
- Postcards – A Great City Deserves a Great Library
- City magnets and stickers
- Sign up sheet for people interested in the Libraries Modernization Project / mailing list – BergDavis will print and provide sign up sheets
- Information on Pacifica Friends of the Library (PFOL) Instagram account – Kathy Long will follow up on this with the PFOL. Nate Galvan (BergDavis) mentioned that he can connect with PFOL to assist.

3. Sub-Committee Updates

- a. Collateral Development Subcommittee Updates – None.
- b. Social Media Subcommittee Updates – None.
- c. Community Outreach Subcommittee Updates – None.

4. COMMITTEE AND STAFF COMMUNICATIONS

Sarah Coffey provided an update that the City of Pacifica renovated Civic Center Ribbon Cutting was held on June 27. She also provided an update that the City Council acted to place a measure on the November 5, 2024 ballot to propose a Transient Occupancy Tax (TOT) increase to 15%.

Rachel McDonnell asked about another tabling event for outreach, and Tina Wehrmeister replied that the Fog Fest on Sept. 28 – 29 would be a good opportunity. Cindy Abbott reminded the group that we are waiting for the updated FAQ's and a timeline for outreach / events.

Anne Hitz asked about the state ballot measure to decrease the threshold for passage of certain bonds to 55%. Mayor pro Tem Beckmeyer stated that it remains to be seen, and Dave Sikula asked about the threshold needed for that measure to pass.

Nate Galvan (BergDavis) updated that BergDavis is working with a designer on updates to the project website in response to the feedback provided by the LAC, focusing on less text and



scrolling, more images and clickable content and more interactive, showing visual comparisons of Pacifica libraries spaces versus other libraries in the SMCL system. They are also working on updating the statistics / numbers with Katie Woods (SMCL) in response to LAC feedback. They will work on clarifying the OpenAccess model discussion on the site.

5. PUBLIC COMMENT ON ITEMS NOT ON POSTED AGENDA:

Sue Digre stated that she is happy to see this group working so hard for the future of Pacifica libraries.

6. POTENTIAL FUTURE AGENDA TOPICS

The Committee will discuss and determine potential future agenda items

a. Requests for topics

Dave Sikula asked for clarification on what the concept / design is for Sanchez Library. Tina Wehrmeister explained that one wing would be for browsing collections and another wing would be designed for programming / community space, the entrance would be redesigned for sit-down space. The Master Plan included a concept for some addition or potential expansion. Kathy Long mentioned getting questions about why they are introducing the Outpost and whether that means they will be closing Sanchez Library; why is the Outpost needed. Sarah Coffey explained that the City and SMCL are supportive of the 2-branch libraries in Pacifica. Jennifer Hlavin asked about seeking philanthropic donations for funding of the library construction; Anne Hitz added the idea of donations for naming of a brick or alcove. Tina Wehrmeister stated that the City discussed this early on and brought in a consultant to discuss seed money; she asked what funding assistance could be provided by the San Mateo County Library Foundation. Rachel McDonnell (SMCL) mentioned that Palo Alto is doing that with their Library Foundation.

7. NEXT SCHEDULED MEETING DATE – Wednesday, August 14, 2024

Committee members to advise of any anticipated absences for next meeting.

Anticipated Absences: Julia Hall may be absent for the August meeting.

Kathy Long advised that she anticipates being present at the August mtg.

ADJOURN

Chair Tina Wehrmeister adjourned the meeting at 6:56pm.

