



MINUTES

September 12, 2018

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

COMMITTEE PRESENT:	Cindy Abbott (CA); Caroline Barba (CB); Jerry Crow (JC); Barbara Eikenberry (BE); David Leal (DL); Kathy Long (KL); Eric Ruchames (ER);
CITY COUNCIL LIAISONS PRESENT:	Deirdre Martin (DMa);
COMMITTEE ABSENT:	Tom Clifford (TC); Anne Evers-Hitz (AH); Kellie Samson (KS); Kathy Shiokari (KSh) Sue Vaterlaus (SV)
CITY STAFF PRESENT:	Planning Director Tina Wehrmeister (TW); Mike Perez (MP)
CONSULTANT TEAM:	Dawn Merkes, Group 4 Architects (DM) Andrea Gifford (AG); Daheen Maeng (DMg)
SMCL STAFF:	Julie Finklang (JF); Carine Risley (CR)

CALL TO ORDER

Chair Cindy Abbott called the meeting to order.

1. Approval of Meeting Minutes

Approval of meeting minutes will be pushed to next meeting (no quorum).

2. Oral Communications

None – will be incorporated during meeting discussion.

3. Proposed System Strategy

a. Vision for a 2 Branch System

CA - not specific partnership with PB+R but looking at more general partnerships? Group 4 to make changes to the slide.

b. Sanchez Library

Committee comments questions from August meeting – intention for this slide is to go-over outstanding questions. CA – question 1 has not been answered. Should we come back to this on the next meeting?

JF - Library use number of events, not number of hours – for month of June 2018, number of children's program = 7, number of adult events = 6, number of teens events = 1. Approx 3 – 4 programs / week; approx. 10 hours / week.

CR - June is a highly programmed month, summer readings, etc.

ER - question about staffing, how does hour of service and levels of service equate – limited staff doing an hour program at Sanchez doesn't seem to equate to a fully staffed hour at Sharp Park. Comparing apple to an apple. Reason this is important is because of the financing piece – number of staffs, hours of services provided.

- a. What is the staffing per hour range?
- b. What is Half Moon bay?
 - i. Size of the library ~22,000sf
 - ii. CR – 8 staff

CA - What does that give us today? Current use and program statistics for both libraries? We don't want to design something that we can't afford or can't have the staffing for.

CR - we have to plan with existing staff

ER - need to consider staffing, finance

TW - city is trying to design something efficient with design/architecture, staffing, and technology so that the new library: 60 hours

KL - is hours of services right matrix to use?

60 hours = open hours. How many staff are located at the facility per hour?

DM - even with self-service, there are some hours needed for maintenance, restocking collections, etc. Maximizing of the equipment and technology – need to consider the maintenance fee

PB&R Update:

MP - had 2 sessions with his staff and went to PB+R commission.

- a. Talked about easy/open access library and gave explanation
- b. When several programs are concurrently happening, all staff's eyes are on different programs – possibly overseeing the library users

- c. We are very close to senior housing and apartments – opportunity for daytime programs
- d. Outdoor playground – let's make it multi-generational
 - i. Access to restrooms even the facility is closed
- e. Courtyard – party rooms/rentals/indoor-outdoor community rooms
- f. Outdoor – picnic, bbq, outdoor programs – outdoor courts, botchy balls
- g. Parking is not adequate, not efficient parking
- h. Shared space – operation, shared technology, storage
- i. Not a good walking neighborhood – mobility, seniors are very close to the facility, what if this place becomes a satellite lunch congregate
- j. Teen center/teen programming – homework center
- k. Partnership
 - i. Don't want to duplicate program with boys and girls club? (they are partnered with Ortega school)
- l. Staffing strategies before programming
- m. Getting community's input before making any decisions
 - i. Survey strategies
- n. Cost recovery program strategy
 - i. CA – staff and commission took a long time to understand the concept. This takes time to understand. We need to start sending out information so people can give thoughts to this.

CA - people have suggested for a place for music playing, music rooms/studios.
PB&R – Let's use & not add. Group 4 to make changes to slide.

ER - can we reach out to the church community next door?

DM - stakeholder groups: could add another layer to the community outreach.

Engaging the Community to help define the vision – staff-less library and 3 mode of services.

Existing and vision for Sanchez

No addition - Main collection would be at Sharp Park, and browsing and holds and small, popular browsing collection would be in Sanchez.
Rotating materials.

KL – will there be place to sit?

DM – some chairs would be at the library, but main seating and tables would be in shared space.

KL – people like to sit and browse at the library. England staff-less model scale seems so much bigger that what we are trying to achieve.

DM – more defined program would be vetted after community meeting + outreach

KL – putting in the key pad for the restrooms?

Ellen Ron (public) – how Livermore is staffed? Their self-service model and the main library open hours

CR – restrooms are open when staff are there

Ellen Ron – usage of Sanchez?

Addition – modify the bubble diagram, shared space is not working, just add community rooms to the new addition portion. Group 4 to revise the slide.

c. Sharp Park Library

Bubble Diagram

1. Existing and vision for Sharp Park
2. Range of SF
3. Bubble diagram still shows 30K options
 - a. Option A – 2 levels of the library
 - b. Option B – 1 level of the library and second floor being a program rooms/community rooms/makerspace

Design Values

4. Project Cost Model Update

5. Project Work Plan and Schedule Update

- a. Want to educate and deliver information before going out for polling
- b. Group 4 to change the dates to TBD – September city council dates are not set
- c. November events?
- d. Round 1 outreach – roughly from October to January

CA: No quorum was met to vote on the meeting minutes. Voting to approve the May, June minutes will be pushed to the September meeting.


6. Committee and Staff Communications

MEETING ADJOURNED

Respectfully submitted,

Sarah Coffey
City Clerk

APPROVED:


Cindy Abbott
Library Advisory Committee Chair