



**CAPITOLA LIBRARY ADVISORY COMMITTEE
REGULAR MEETING AGENDA**

TUESDAY, DECEMBER 13, 2016

3:30 PM

**COMMUNITY ROOM
420 CAPITOLA AVENUE, CAPITOLA, CA 95010**

1. ROLL CALL

2. PRESENTATIONS

A. Introduction of the new Chief of Police Terry McManus

3. ADDITIONAL MATERIALS

Additional information submitted to the City after distribution of the agenda packet.

4. CHANGES TO AGENDA

5. ORAL COMMUNICATION

Oral Communications allows time for members of the Public to address the Committee on any item not on the Agenda. Presentations will be limited to three minutes per speaker. Individuals may not speak more than once during Oral Communication. All speakers must address the entire Committee and will not be permitted to engage in dialogue. A MAXIMUM of 30 MINUTES is set aside for Oral Communications at this time.

6. REPORT FROM FRIENDS OF CAPITOLA LIBRARY CHAPTER

7. REPORT FROM LIBRARY COMMISSION

8. REPORT FROM JOINT POWERS BOARD

9. COMMITTEE / STAFF COMMENTS

Library Advisory Members / Staff may comment on matters of a general nature or identify issues for staff response or future committee consideration.

10. CONSENT CALENDAR

All items listed in the "Consent Calendar" will be enacted by one motion in the form listed below. There will be no separate discussion on these items prior to the time the Committee votes on the action unless members of the public or the Committee request specific items to be discussed for separate review. Items pulled for separate discussion will be considered following General Government.

CAPITOLA LIBRARY ADVISORY COMMITTEE REGULAR MEETING AGENDA
December 13, 2016

- A. Consider the November 16, 2016, Regular Meeting Minutes of the Library Advisory Committee
RECOMMENDED ACTION: Approve Minutes.

11. **GENERAL BUSINESS**

General Business items are intended to provide an opportunity for public discussion of each item listed. The following procedure is followed for each Business item: 1) Staff explanation; 2) Committee questions; 3) Public comment; 4) Committee deliberation; 5) Decision.

- A. Review of the Capitola Library Budget and Timeline Update
RECOMMENDED ACTION: Receive Update.
- B. Consider Options for Temporary Services During Construction of the New Capitola Library
RECOMMENDED ACTION: Make a recommendation to the City Council, and the Library JPA Board, that during construction of the Capitola Library the following steps are taken to help offset library service impacts:
1. Increase hours of adjacent libraries.
 2. Examine the feasibility of using City Hall to pick up holds.
 3. Consider establishing some libraries services, such as story time, at a City location.
- C. Review Capitola Branch Library Fundraising Strategy Outline
RECOMMENDED ACTION: Receive report.
- D. Consider the Designation of a Library Advisory Committee Member to the Library Ad Hoc Design Committee
RECOMMENDED ACTION: Designate member to sit on Ad Hoc Library Design Review Committee.
- E. Consider the 2017 Annual Meeting Schedule for the Library Advisory Committee
RECOMMENDED ACTION: Approve the 2017 Annual Meeting Schedule for the Library Advisory Committee.

12. **ADJOURNMENT**

Adjourned to a Regular Meeting of the Library Advisory Committee to be held on Tuesday, February 14, 2017, at 3:30 p.m. at the Community Room located at 420 Capitola Avenue, Capitola.

Note: The Capitola Library Advisory Committee meets on the Tuesday every other month at 3:30 p.m. in the Community Room located at 420 Capitola Avenue, Capitola.

Agenda and Agenda Packet Materials: The Capitola Library Advisory Committee Agenda is available on the City's website: www.cityofcapitola.org on Friday prior to the Tuesday meeting. If you need additional information please contact the City Clerk at (831) 475-7300.

Any person seeking to challenge a Committee decision made as a result of a proceeding in which, by law, a hearing is required to be given, evidence is required to be taken, and the discretion in the determination of facts is vested in the Committee, shall be required to commence that court action

CAPITOLA LIBRARY ADVISORY COMMITTEE REGULAR MEETING AGENDA
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within ninety (90) days following the date on which the decision becomes final as provided in Code of Civil Procedure §1094.6. Please refer to code of Civil Procedure §1094.6 to determine how to calculate when a decision becomes “final.” Please be advised that in most instances the decision become “final” upon the Committee’s announcement of its decision at the completion of the public hearing. Failure to comply with this 90-day rule will preclude any person from challenging the Committee decision in court.

Americans with Disabilities Act: Disability-related aids or services are available to enable persons with a disability to participate in this meeting consistent with the Federal Americans with Disabilities Act of 1990. Assisted listening devices are available for individuals with hearing impairments at the meeting in the Committee Chambers. Should you require special accommodations to participate in the meeting due to a disability, please contact the City Clerk’s office at least 24-hours in advance of the meeting at 831-475-7300. In an effort to accommodate individuals with environmental sensitivities, attendees are requested to refrain from wearing perfumes and other scented products.



CAPITOLA LIBRARY ADVISORY COMMITTEE AGENDA REPORT

MEETING OF DECEMBER 13, 2016

FROM: City Manager Department

SUBJECT: Introduction of the new Chief of Police Terry McManus

Report Prepared By: Michele Deiter
Records Coordinator

Reviewed and Forwarded by:

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Jamie Goldstein, City Manager

12/9/2016



CAPITOLA LIBRARY ADVISORY COMMITTEE AGENDA REPORT

MEETING OF DECEMBER 13, 2016

FROM: City Manager Department

SUBJECT: Consider the November 16, 2016, Regular Meeting Minutes of the Library Advisory Committee

RECOMMENDED ACTION: Approve Minutes.

DISCUSSION: Attached for the Committee's review and approval are the Minutes of the subject meeting.

ATTACHMENTS:

1. DRAFT November 16, 2016, Library Advisory Committee Minutes

Report Prepared By: Michele Deiter
Records Coordinator

Reviewed and Forwarded by:

A handwritten signature in blue ink, appearing to be "JG", is written over a horizontal line.

Jamie Goldstein, City Manager

12/9/2016

CAPITOLA LIBRARY ADVISORY COMMITTEE REGULAR MEETING ACTION MINUTES

**WEDNESDAY, NOVEMBER 16, 2016 - 3:30 PM
COMMUNITY ROOM**

1. ROLL CALL

Committee Members Chair Barbara Gorson, Ariel Gray, Vice Chair Gayle Ortiz, Council Member Michael Termini and City Manager Jamie Goldstein (Ex Officio) were present. Committee Members Toni Campbell, Lisa Steingrube and David Kraemer were absent.

2. ADDITIONAL MATERIALS

Item 10.A. Public Communication regarding the Capitola Library's Design.

3. CHANGES TO AGENDA (None provided.)

4. ORAL COMMUNICATIONS (None provided.)

5. REPORT FROM FRIENDS OF CAPITOLA LIBRARY CHAPTER

Chair Gorson stated that there was a good turnout for inputs to the Strategic Plan Update.

Vice Chair Ortiz suggested that a timeline regarding fund raising is needed in addition to a meeting for public inputs.

6. REPORT FROM LIBRARY COMMISSION

Chair Gorson stated that Library Commission had an overview of the Strategic Plan Update.

7. REPORT FROM JOINT POWERS BOARD

City Manager Goldstein reported that a lot of policies were worked through and that the ongoing budget has an upcoming mid-year review, also that gifting and fund raising would be items on the next agenda.

8. COMMITTEE/STAFF COMMENTS (None provided.)

9. CONSENT CALENDAR

- A. Consider the August 9, 2016, Regular Meeting Minutes and September 29, 2016, Special Meeting Minutes of the Library Advisory Committee

ACTION: Motion by Council Member Termini, seconded by Committee Member Gray to approve the August 9, 2016, Regular Meeting Minutes and the September 29, 2016, Special Meeting Minutes of the Library Advisory Committee. **Ayes:** Committee Members Chair Gordon, Gray, Vice Chair Ortiz and Council Member Termini; **Noes:** None; **Absent:** Committee Members Campbell, Kraemer, Steingrube.

CAPITOLA LIBRARY ADVISORY COMMITTEE MINUTES
NOVEMBER 16, 2016

10. GENERAL BUSINESS

- A. Introduction and Review of the Project Timeline, Budget and Public Outreach Design Process for Noll and Tam Architects

City Manager Goldstein introduced and congratulated Noll and Tam Architects and Planners, as the approved architects to proceed with the Capitola Branch Library design.

Christopher Noll and Abraham Jayson of Noll and Tam Architects and Planners, at the request of City Manager Goldstein, discussed what would be entailed in the Design Process within the next 90-120 days in relation to the Project Timeline, which included the following:

- Establishment of the design within scope and budget involving four months of schematic design, three months of design, two weeks for approvals, three weeks for cost estimates, Planning Department submittal, then four weeks for construction documentation with another two weeks for additional approvals.
- Library Ad Hoc Committee meetings to be held every two weeks.
- At least three public meeting will be required as follows:
 1. Conceptual design presentation to move forward with public input.
 2. Detailed design presentation for public approval.
 3. Actual design for City Council approval.

David Tanza of Bogard Construction reviewed the Project Timeline update in relation to the Design Process.

- B. Receive Report on the Capitola Library Advisory Committee Special Tour of Libraries held September 7, 2016

Chair Gorson presented a PowerPoint of the Tour of Libraries held September 7, 2016, and pointed out various concepts of interests to be considered for the Capitola Branch Library.

Committee Member Ariel Gray had to leave the meeting at 5:00 p.m., so due to a lack of a quorum the following two agenda items were moved to the next Regular Meeting Agenda of the Library Advisory Committee to be held December 13, 2016.

- C. Consider the Designation of a Library Advisory Committee Member to the Library Ad Hoc Design Committee

RECOMMENDED ACTION: Designate member to sit on Ad Hoc Library Design Review Committee.

- D. Consider the 2017 Annual Meeting Schedule for the Library Advisory Committee
RECOMMENDED ACTION: Approve the 2017 Annual Meeting Schedule for the Library Advisory Committee.

CAPITOLA LIBRARY ADVISORY COMMITTEE MINUTES
NOVEMBER 16, 2016

11. ADJOURNMENT

Chair Gorson adjourned the meeting at 5:17 p.m. to a Regular Meeting of the Library Advisory Committee to be held on Thursday, December 13, 2016, at 3:30 p.m. in the Community room located at 420 Capitola Avenue, Capitola.

Barbara Gorson, Chair

ATTEST:

Michele Deiter, CMC
Records Coordinator

DRAFT



CAPITOLA LIBRARY ADVISORY COMMITTEE AGENDA REPORT

MEETING OF DECEMBER 13, 2016

FROM: Public Works Department

SUBJECT: Review of the Capitola Library Budget and Timeline Update

RECOMMENDED ACTION: Receive Update.

BACKGROUND: With the project now moving into the schematic design phase a more detailed project schedule and budget have been prepared. Updated schedule and budget documents will be presented at the meeting for review by the Committee.

DISCUSSION: The schedule has the design and permitting work being completed in April 2018, and construction beginning in June 2018. Without any delays in the current schedule, the new library would be completed in September 2019.

On the budget side, costs have risen since the completion of the Measure S estimates. Noll and Tam's library project in Half Moon Bay recently opened construction bids which were 10% over the estimated amount bringing the square foot price for the building to \$725 and the site improvements to \$50 per square foot. While this building has two stories, these prices are indicative of escalating costs. The Measure S estimates were based on a building price of \$525/square foot and site costs of \$30/ square foot. Staff is developing a strategy to provide some additional funding to the project but a discussion should be started on how best to reduce project costs.

Report Prepared By: Steve Jesberg
Public Works Director

Reviewed and Forwarded by:

Jamie Goldstein, City Manager

12/9/2016



CAPITOLA LIBRARY ADVISORY COMMITTEE AGENDA REPORT

MEETING OF DECEMBER 13, 2016

FROM: City Manager Department

SUBJECT: Consider Options for Temporary Services During Construction of the New Capitola Library

RECOMMENDED ACTION: Make a recommendation to the City Council, and the Library JPA Board, that during construction of the Capitola Library the following steps are taken to help offset library service impacts:

1. Increase hours of adjacent libraries.
2. Examine the feasibility of using City Hall to pick up holds.
3. Consider establishing some libraries services, such as story time, at a City location.

BACKGROUND: In 2012 the Regional Library JPA completed a facility master plan that estimated the cost to build a new Capitola Branch library at between \$10.2 and \$12.9 million. With the passage of Measure S, and the previously saved \$2.6 million in Redevelopment Agency funding, the City's budget for the new library is \$10.6 million.

Unfortunately since 2012 construction costs have increased faster than anticipated, leaving the City in a position of needing to make difficult choices about the new library.

DISCUSSION: One opportunity to make additional resources available for actual construction costs would be to not open a temporary facility in Capitola during construction of the new library. In discussions with the Library Director, a number of alternatives have been proposed, including increasing hours at the Aptos and Live Oak Branches, running some limited library services from non library locations in Capitola during construction, and potentially using City Hall as a hold pick up location.

FISCAL IMPACT: The original project budget included \$100,000 for a temporary library facility. That level of funding would have allowed for a very limited temporary facility. If a temporary facility is not needed, the \$100,000 can be used to help fund the new library construction contract.

Report Prepared By: Jamie Goldstein
City Manager

Temporary Library Services
December 13, 2016

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

12/9/2016



CAPITOLA LIBRARY ADVISORY COMMITTEE AGENDA REPORT

MEETING OF DECEMBER 13, 2016

FROM: City Manager Department

SUBJECT: Review Capitola Branch Library Fundraising Strategy Outline

RECOMMENDED ACTION: Receive report.

BACKGROUND: Earlier this year the Friends of the Capitola Library formed to help support the Capitola Branch Library. Since that time the Friends have been meeting to develop a capital campaign to support the development of the new library. Representatives from the Friends will provide an update on activities and next steps at the LAC meeting.

Report Prepared By: Jamie Goldstein
City Manager

Reviewed and Forwarded by:

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Jamie Goldstein, City Manager

12/9/2016



CAPITOLA LIBRARY ADVISORY COMMITTEE AGENDA REPORT

MEETING OF DECEMBER 13, 2016

FROM: City Manager Department

SUBJECT: Consider the Designation of a Library Advisory Committee Member to the Library Ad Hoc Design Committee

RECOMMENDED ACTION: Designate member to sit on Ad Hoc Library Design Review Committee.

BACKGROUND: On November 10, 2016, the City Council formed an Ad Hoc Library Design Review Committee (Committee) to meet regularly with the architect and review and comment on design issues. This Committee will meet every two weeks during the active design phase and monthly during construction. The Committee is comprised of the following representatives

1. One City Council member – appointed by the City Council
2. City Public Works Director (with City Manager on an as-needed basis)
3. Consulting Project Manager
4. Library staff – appointed by the Library District
5. Member of the Library Advisory Committee - appointed by the LAC
6. Public member – appointed by City Council

DISCUSSION: The Committee is charged with working through minor design and layout issues associated with the library. All large scale final design decisions such as building size and layout, conceptual site and building design, and architectural elements will remain decisions for the City Council.

During the design and construction phases, the Library Advisory Committee will continue to provide oversight of public process for the project, and review and make recommendations regarding large scale design decisions.

Report Prepared By: Jamie Goldstein
City Manager

Designation of LAC Member to Library Ad Hoc Design Committee
December 13, 2016

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

12/9/2016



CAPITOLA LIBRARY ADVISORY COMMITTEE AGENDA REPORT

MEETING OF DECEMBER 13, 2016

FROM: City Manager Department

SUBJECT: Consider the 2017 Annual Meeting Schedule for the Library Advisory Committee

RECOMMENDED ACTION: Approve the 2017 Annual Meeting Schedule for the Library Advisory Committee.

DISCUSSION: The City's Library Advisory Committee meetings will continue to be held bi-monthly on the second Tuesday at 3:30 p.m., in the Community Room at City Hall.

ATTACHMENTS:

1. DRAFT 2017 Library Advisory Committee Meeting Schedule

Report Prepared By: Michele Deiter
Records Coordinator

Reviewed and Forwarded by:

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Jamie Goldstein, City Manager

12/9/2016



**2017 CITY OF CAPITOLA
LIBRARY ADVISORY COMMITTEE MEETING DATES**

MEETING DATE

Tuesday, February 14

Tuesday, April 11

Tuesday, June 13

Tuesday, August 8

Tuesday, October 10

Tuesday, December 12

All meetings will be held bi-monthly on the second Tuesday, in the Community Room, located at 420 Capitola Avenue, Capitola, from 3:30 p.m. to 5:00 p.m.