



CAPITOLA LIBRARY ADVISORY COMMITTEE REGULAR MEETING AGENDA

WEDNESDAY, NOVEMBER 16, 2016

3:30 PM

COMMUNITY ROOM
420 CAPITOLA AVENUE, CAPITOLA, CA 95010

1. ROLL CALL

2. ADDITIONAL MATERIALS

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

3. CHANGES TO AGENDA

4. 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.

5. REPORT FROM FRIENDS OF CAPITOLA LIBRARY CHAPTER

6. REPORT FROM LIBRARY COMMISSION

7. REPORT FROM JOINT POWERS BOARD

8. 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.

9. 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.

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

CAPITOLA LIBRARY ADVISORY COMMITTEE REGULAR MEETING AGENDA
November 16, 2016

10. 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. Introduction and Review of the Project Timeline, Budget and Public Outreach Design Process for Noll and Tam Architects
RECOMMENDATION: Receive introduction and review of the Project Timeline, budget and public outreach design process.
- B. Receive Report on the Capitola Library Advisory Committee Special Tour of Libraries held September 7, 2016
RECOMMENDED ACTION: Receive Report.
- 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.

11. ADJOURNMENT

Adjourned to a Regular Meeting of the Library Advisory Committee to be held on Tuesday, December 13, 2016, 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 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 NOVEMBER 16, 2016

FROM: City Manager Department

SUBJECT: Consider the August 9, 2016, Regular Meeting Minutes and September 29, 2016, Special 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 August 9, 2016 Library Advisory Committee Minutes
2. DRAFT September 29, 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

11/9/2016

CAPITOLA LIBRARY ADVISORY COMMITTEE REGULAR MEETING ACTION MINUTES

**TUESDAY, AUGUST 9, 2016 - 3:30 PM
COMMUNITY ROOM**

1. ROLL CALL

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

2. PRESENTATIONS

Chair Gorson introduced Susan Nemitz, Library Director for Santa Cruz County

3. ADDITIONAL MATERIALS

Chair Gorson stated that Additional Materials were received regarding agenda item 10.A. Revised Library Advisory Committee Minutes for June 14, 2016.

4. CHANGES TO AGENDA (None provided.)

5. ORAL COMMUNICATIONS (None provided.)

6. REPORT FROM FRIENDS OF THE CAPITOLA LIBRARY CHAPTER

Chair Gorson stated that a tour of libraries and the possibility of a book sale were discussed.

7. REPORT FROM LIBRARY COMMISSION

Chair Gorson stated that at the July 25, 2016, meeting of the Library Commission, Library Director Susan Nemitz, presented a budget forecast for review and comment.

8. REPORT FROM JOINT POWERS BOARD

City Manager Goldstein reported of a 4-hour budget marathon that made good progress and addressed challenges in a spirited debate, such as hours of operation, staffing, materials, etc., but no decisions were made.

9. COMMITTEE/STAFF COMMENTS (None provided.)

10. CONSENT CALENDAR

A. Consider the June 14, 2016, Library Advisory Committee Minutes

ACTION: Motion by Committee Member Kraemer, seconded by Council Member Termini to approve the revised June 14, 2016, Library Advisory Committee Minutes with corrections. **Ayes:** Chair Gorson, Committee Members Campbell, Kraemer, Vice Chair Ortiz, Steingrube and Council Member Termini **Noes:** None; **Absent:** Ariel Gray.

11. GENERAL BUSINESS

A. Review Updated Construction Timeline with Library Project Manager

City Manager Goldstein congratulated Bogard Construction for being selected for the Library Project Construction Management position and introduced representatives Jared Bogaard and David Tanza who presented an Updated Construction Timeline.

B. Review Library Fundraising Timeline and Strategy

Vice Chair Ortiz stated that the best time to start the campaign for fund raising would be when the Library facility design was available.

C. Library Needs Assessment Update

System Services and Support Division Manager Janis O'Driscoll presented the Needs Assessment Update data collection and stated that feedback would be appreciated via emailing her directly or Chair Gorson.

Council Member Termini commented that the present May 2011, Capitola Space Needs Assessment and Building Program was on the right track to accommodate the community.

Library Director Susan Nemitz commented that an addendum to the present May 2011, Space Needs Assessment and Building Program will be required in support of future strategic planning considerations.

D. Consider Regional Library Tour

It was the consensus of the Committee Members to schedule a full day tour of selected libraries.

E. Consider Rescheduling the October 11, 2016, Library Advisory Committee Meeting

It was the consensus of the Committee Members to reschedule the October 11, 2016, Library Advisory Committee Meeting to October 18, 2016.

12. ADJOURNMENT

Chair Gorson adjourned the meeting at 4:53 p.m. to a Special Tour of Libraries Meeting to be determined.

Barbara Gorson, Chair

ATTEST:

Michele Deiter, CMC
Records Coordinator

**CAPITOLA LIBRARY ADVISORY COMMITTEE
SPECIAL MEETING ACTION MINUTES**

**THURSDAY, SEPTEMBER 29, 2016 - 3:00 PM
COMMUNITY ROOM**

1. ROLL CALL

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

2. ADDITIONAL MATERIALS

Item 6.A. Communication from the Public regarding the New Library's Location.

3. CHANGES TO AGENDA (None provided.)

4. ORAL COMMUNICATIONS (None provided.)

5. COMMITTEE/STAFF COMMENTS (None provided.)

6. GENERAL BUSINESS

A. Library Construction Timeline Update and Designation of Library Advisory Committee Members to Participate in the Architect Selection Process

Received Timeline Update presented by Library Project Manager David Tanza of Bogard Construction.

Committee Members Tony Campbell, Ariel Gray and Vice Chair Gayle Ortiz were designated to participate in the review of the Request for Quotes (RFQs) of the Architect firms.

Committee Members Chair Barbara Gorson and Council Member Michael Termini were designated to participate in the Interview Panel of the selected Architect firms.

It was the consensus of the Committee Members to cancel the next Regular Meeting scheduled for Tuesday, October 18, 2016 and schedule a Special Meeting to be held Wednesday, November 16, 2016.

7. ADJOURNMENT

Chair Gorson adjourned the meeting at 3:47 p.m. to a Special Meeting of the Library Advisory Committee to be held on Wednesday, November 16, 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

Attachment: DRAFT September 29, 2016 Library Advisory Committee Minutes (1596 : Library Advisory Committee Minutes)



CAPITOLA LIBRARY ADVISORY COMMITTEE AGENDA REPORT

MEETING OF NOVEMBER 16, 2016

FROM: City Manager Department

SUBJECT: Introduction and Review of the Project Timeline, Budget and Public Outreach Design Process for Noll and Tam Architects

RECOMMENDATION: Receive introduction and review of the Project Timeline, budget and public outreach design process.

BACKGROUND: On September 8, 2016, the City issued a request for qualifications for architectural services for the Capitola Branch Library. The City received responses from six well qualified firms. The responses were reviewed and rated by a panel of City staff, library staff and the Library Advisory Committee (LAC). Based on this evaluation, three were invited to interview on October 20, 2016.

The three top firms interviewed were: Siegel and Strain, Noll and Tam, and Anderson-Brule. The interview panel consisted of County Library Director Nemitz, Council Member Termini, Barbara Gorson and Toni Campbell from the Library Advisory Committee, and the City Manager, Public Works Director, and consulting Project Manager David Tanza. The unanimous recommendation of this panel was the firm of Noll and Tam out of Berkeley.

Noll and Tam have designed nine new libraries throughout the area including the Marina Library, Los Gatos Library, and Half Moon Bay Library which is currently out for bid. In addition to their new design efforts, Noll and Tam have been involved in many library renovation, expansion, and master plan projects. While the final recommendation of the panel was difficult and close, Noll and Tam eventually was the top choice based on their excellent design work, economical use of materials, and proven track record in completing a public design process.

On November 10th, the City Council will be considering authorizing a not-to-exceed amount of \$800,000 for library design services with Noll and Tam Architects.

With approval of the contract, Noll and Tam will begin work immediately on the Library Project (Project) and will be attending the next Library Advisory Committee meeting on November 16, 2016.

DISCUSSION: Representatives with Noll and Tam will be present to discuss a schedule for public outreach and schematic design development. Staff anticipates that over the next three months Noll and Tam will lead a public process to develop the schematic design with help from the Library Advisory Committee. That design will be brought to City Council for review this

Introduction and Review of the Public Outreach Design Process
November 16, 2016

winter.

Report Prepared By: Jamie Goldstein
City Manager

Reviewed and Forwarded by:



Rich Ornow, Community Development Director 11/10/2016



CAPITOLA LIBRARY ADVISORY COMMITTEE AGENDA REPORT

MEETING OF NOVEMBER 16, 2016

FROM: City Manager Department

SUBJECT: Receive Report on the Capitola Library Advisory Committee Special Tour of Libraries held September 7, 2016

RECOMMENDED ACTION: Receive Report.

BACKGROUND: On September 7, 2016, representatives from the Library Advisory Committee along with City and Library staff toured four regional libraries. Specifically, the group visited the Scotts Valley, Santa Clara Northside, San Jose Pearl Avenue, and Los Gatos libraries.

DISCUSSION: Library Advisory Committee Chairperson Barbara Gorson will present components of the attached tour presentation at the meeting.

ATTACHMENTS:

1. Libraries Tour Presentation

Report Prepared By: Jamie Goldstein
City Manager

Reviewed and Forwarded by:

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Jamie Goldstein, City Manager

11/10/2016



Design Possibilities for a Modern Library in Capitola

by Toni Campbell, Gayle Ortiz and Barbara Gorson

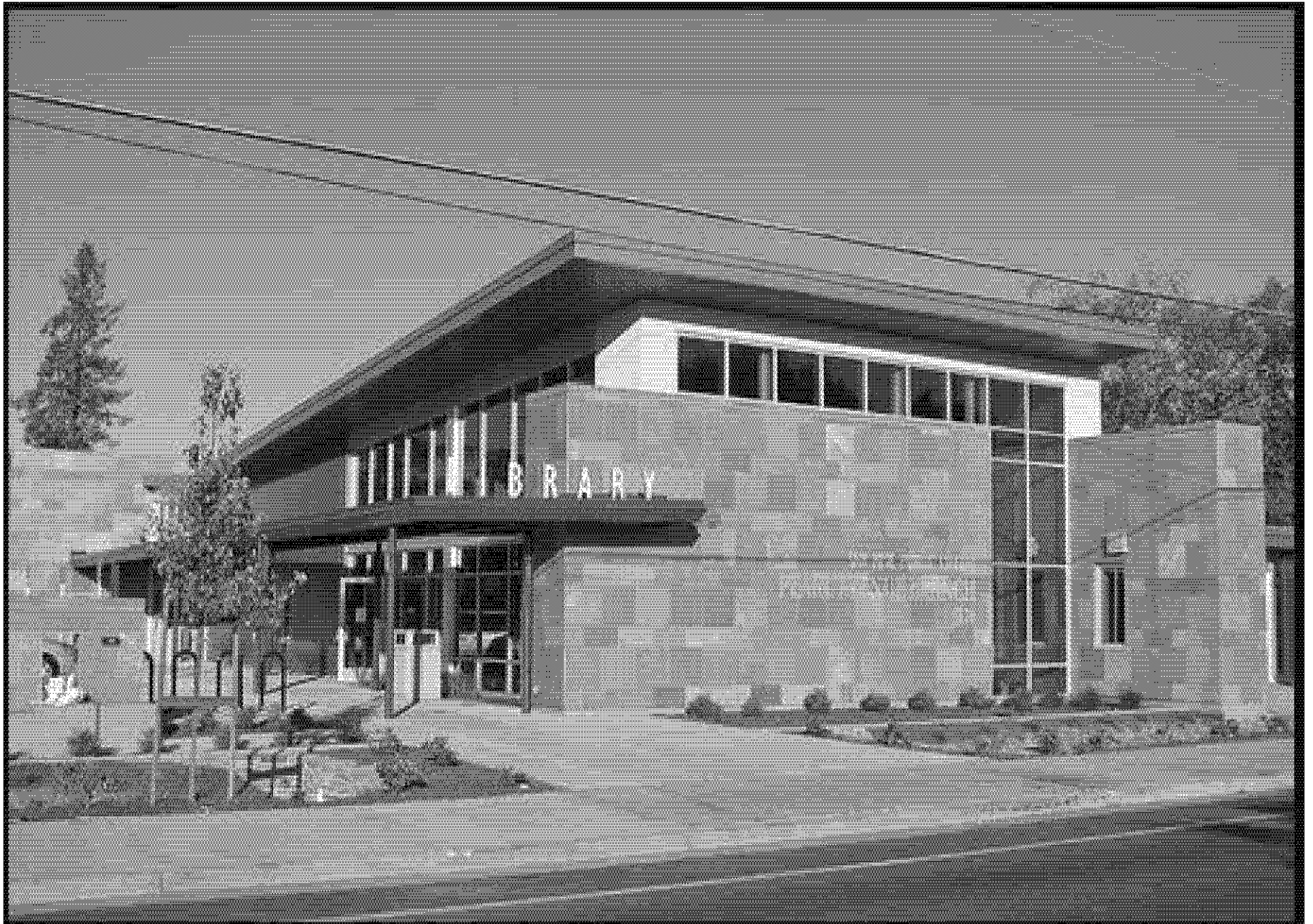
Introduction

- To imagine what is possible, you need to experience a modern library.
- Tour of four recently built libraries (Santa Cruz Scotts Valley Branch, Los Gatos Library, Santa Clara Northside Branch, San Jose Pearl Ave Branch)
 - Libraries reflect their surroundings and their role in the community
 - Different communities, environments and design styles
 - But some common themes emerged
- Images of these four libraries are supplemented with images of libraries (found on the internet) which showed additional possibilities.

Facades



10/22/16



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Exterior Spaces



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10/22/16



10/22/16



10/22/16

Exterior Space Ideas/Discussion:

- Bike racks – think about having artist design
- Drive thru book drop off on Clares
- Be aware of skateboarders when design outside
- Consider a water feature that doesn't use water but could be a sound attenuation feature. Sound of water, look like a fountain but not have any water – find an artist to create it.

Color & Light



10/22/16



10/22/16



10/22/16



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Children and Teen Regions



10/22/16

Attachment: Libraries Tour Presentation (1654 : Report on Library Tour)



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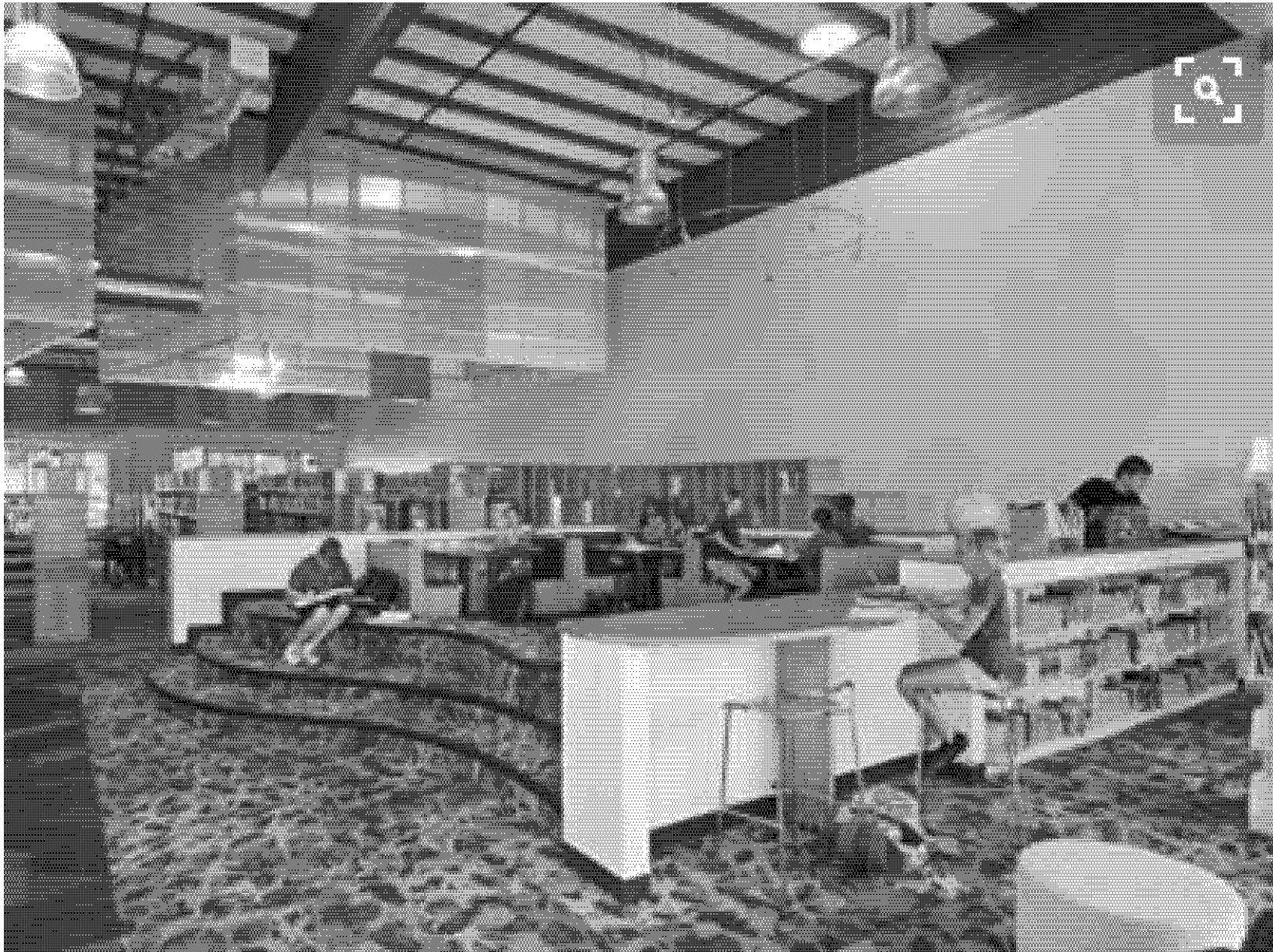
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Spaces for Work/Study/Reading



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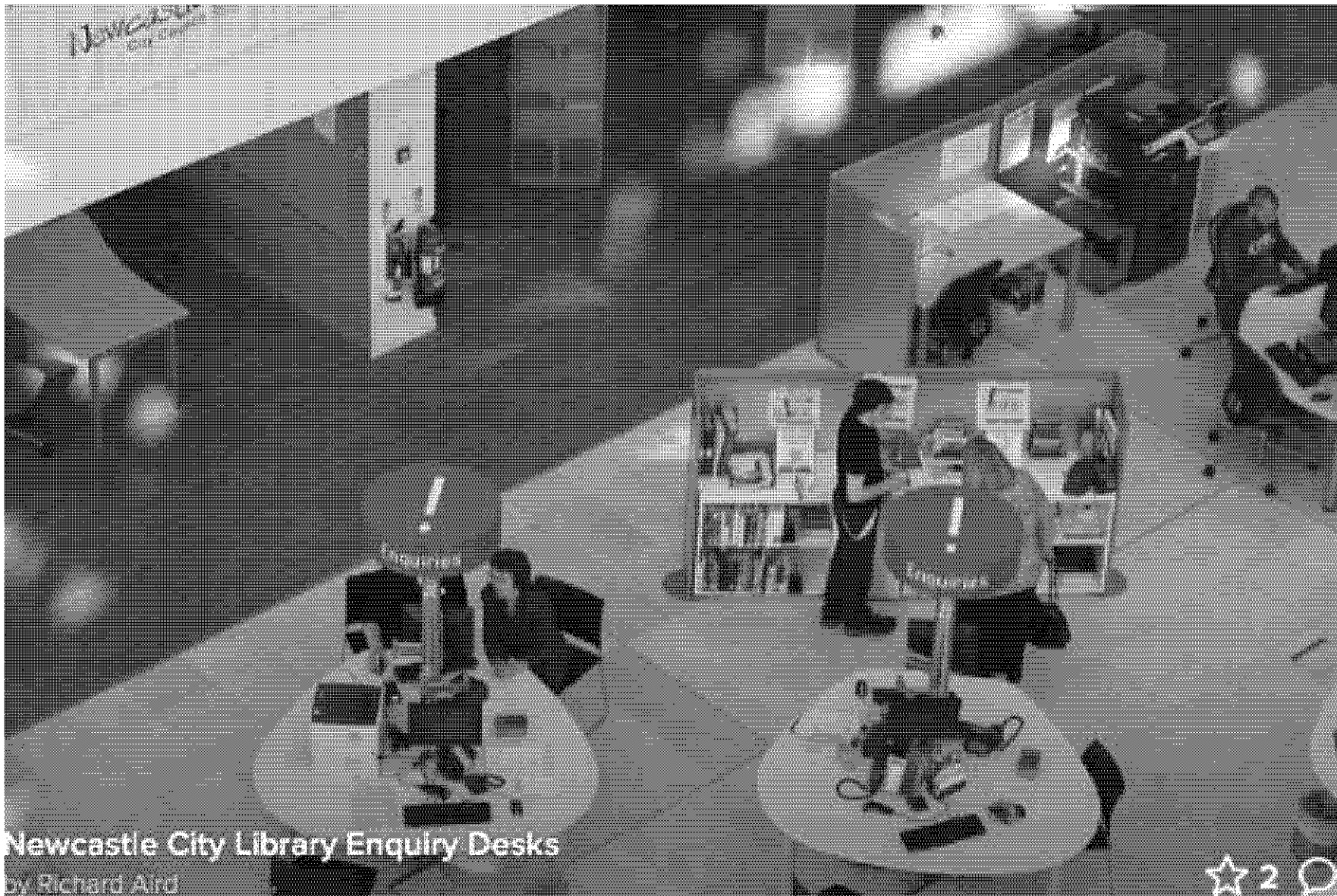
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Newcastle City Library Enquiry Desks

by Richard Aird



Unusual Space Options





10/2/2013



10/22/16

Café-style Seating?



10/22/16



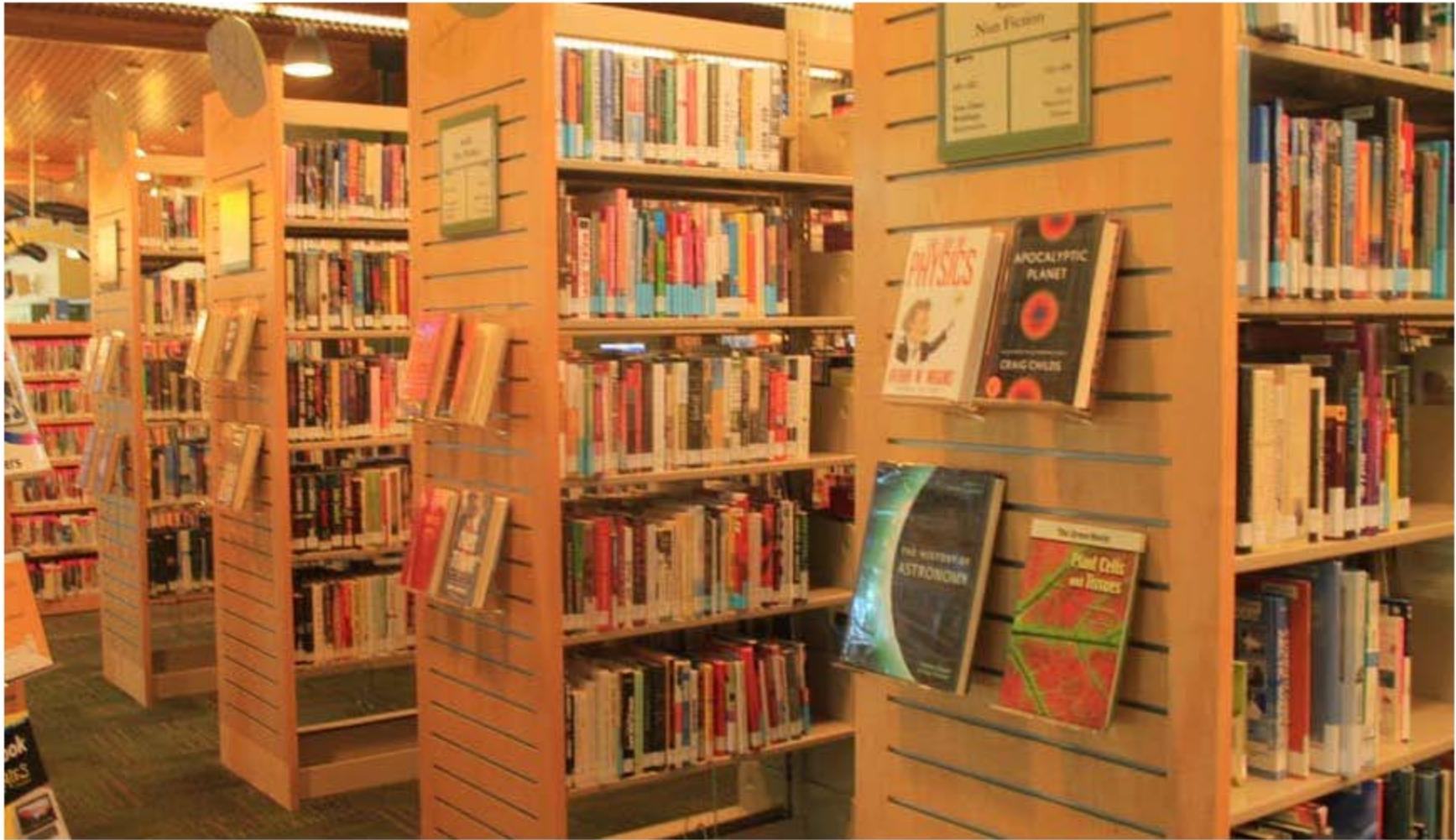
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Donor Recognition



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Think About Shelving



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Meeting/Community Room/Programming Space



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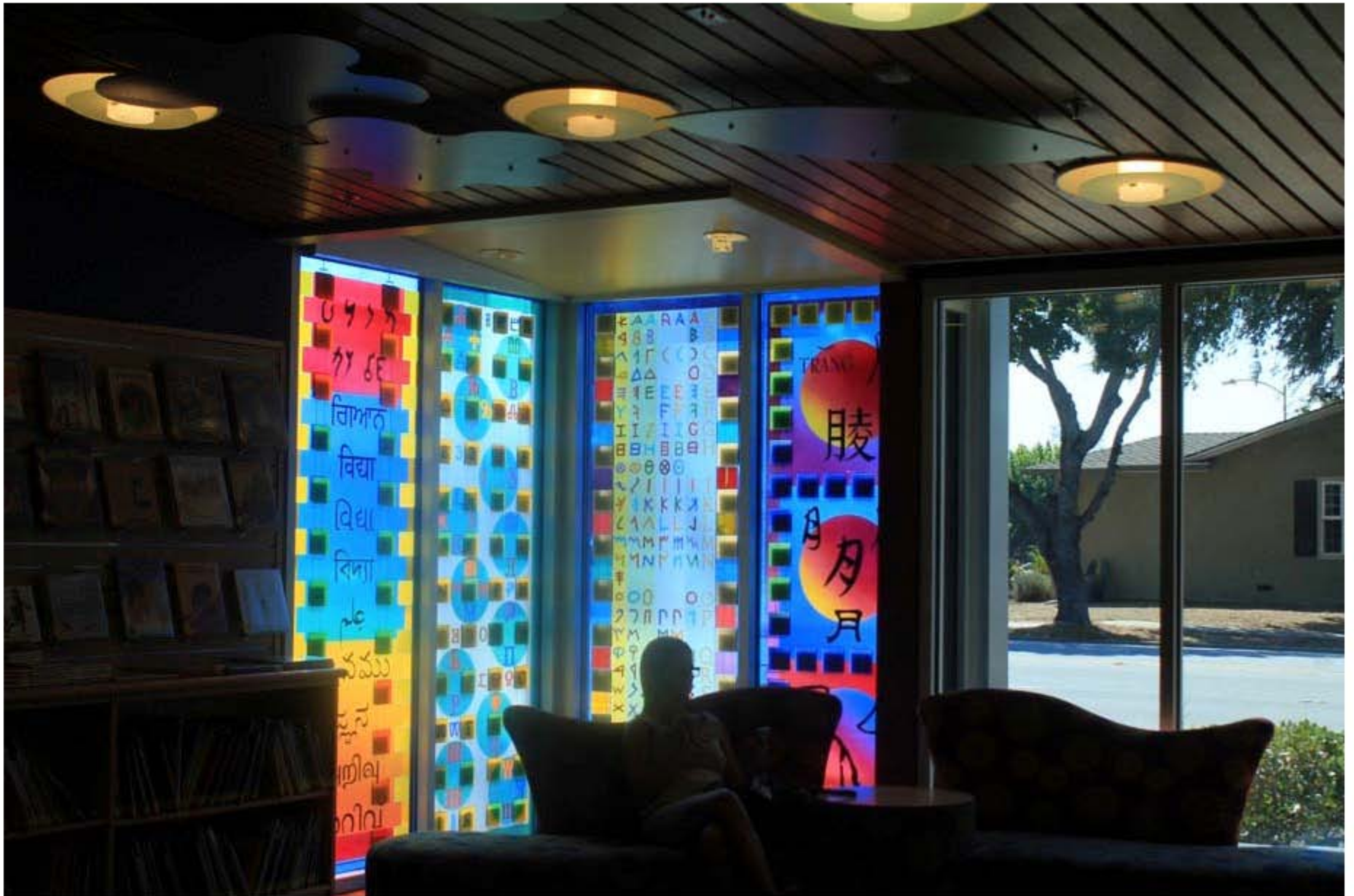


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What Might Be Possible for Public Art?



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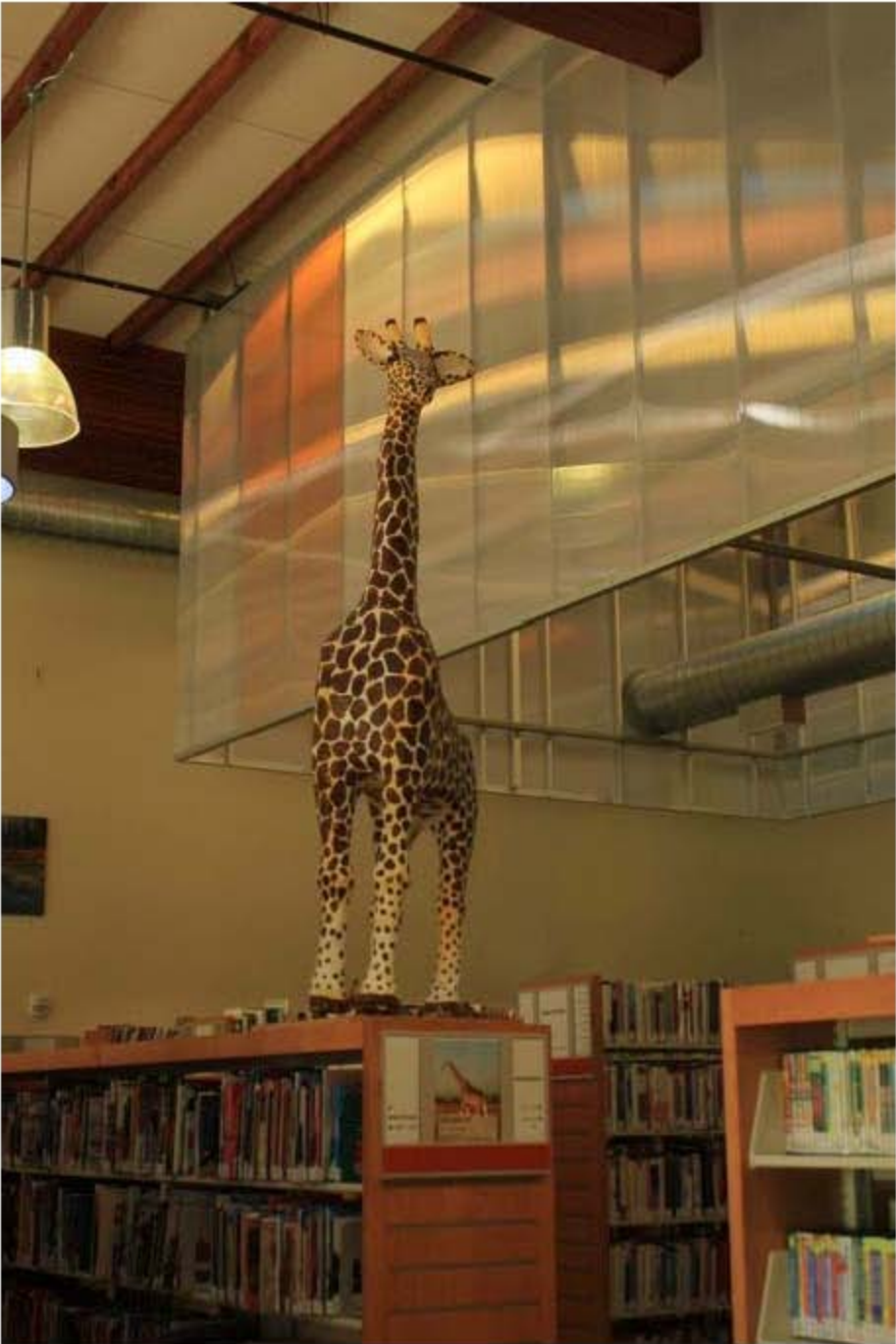


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Attachment: Libraries Tour Presentation (1654 : Report on Library Tour)



10/22/16



10/22/16



10/22/16

A Weather Station?



10/22/16

General impressions/considerations

- Think about how we want to “brand” our library. “Fast, Friendly, Family Library” is one example.
- Noise was an issue raised at each of the branches. Need to consider how to attenuate the noise levels thru the design of the library.
- Use of varied materials: glass, wood and metal was preferred
- Libraries of today are learning places, where learning is accomplished through reading, viewing, listening and doing (e.g. maker spaces, media labs, sewing machines, instrument rental)
- Two story or one story? One story is more efficient, less costly to build and operate; and neighbors prefer one story.

Summary of concepts

- Multipurpose
- Flexible
- Outdoor spaces
- Natural light – open and airy spaces
- Glassed in spaces; movable walls
- Bright colors and diverse furniture designs and arrangements
- Public art!

Some Online Resources

- <https://americanlibrariesmagazine.org/2015/09/01/2015-library-design-showcase/>
 - 2015 library design showcase
- <http://www.dezeen.com/2016/04/13/aia-american-institute-architects-seven-winners-library-design-awards-usa/>
 - American Institute of Architects 2016 library design award winners
- <http://designinglibraries.org.uk>
 - UK center for library design
- [https://www.google.com/search?q=award+winning+library+design&espv=2&biw=1409&bih=944&tbm=isch&tbo=u&source=univ&sa=X&ved=0ahUK EwjMnpOz1LfPAhUT5GMKHZ8DDqkQsAQIiw&dpr=1](https://www.google.com/search?q=award+winning+library+design&espv=2&biw=1409&bih=944&tbm=isch&tbo=u&source=univ&sa=X&ved=0ahUKEwjMnpOz1LfPAhUT5GMKHZ8DDqkQsAQIiw&dpr=1)
 - Dozens of images (mostly) of award-winning libraries



CAPITOLA LIBRARY ADVISORY COMMITTEE AGENDA REPORT

MEETING OF NOVEMBER 16, 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 is scheduled to consider forming an Ad Hoc Library Design Review Committee (Committee) to meet regularly with the architect and review and comment on design issues. As recommended, this Committee would meet every two weeks during the active design phase and monthly during construction. The Committee would be 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

DISCUSSION: The Committee would be 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
November 16, 2016

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

11/10/2016



CAPITOLA LIBRARY ADVISORY COMMITTEE AGENDA REPORT

MEETING OF NOVEMBER 16, 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 third 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

11/9/2016



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

MEETING DATE

Tuesday, February 21

Tuesday, April 18

Tuesday, June 20

Tuesday, August 15

Tuesday, October 17

Tuesday, December 19

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