



CAPITOLA LIBRARY ADVISORY COMMITTEE REGULAR MEETING AGENDA

TUESDAY, JUNE 13, 2017

3:30 PM

**CITY HALL 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 February 14, 2017, Regular Meeting Minutes of the Library Advisory Committee.

RECOMMENDED ACTION: Approve Minutes.

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. Library Design Update
RECOMMENDED ACTION: None, receive update.
- B. Review of the Capitola Library Project Timeline Update
RECOMMENDED ACTION: Receive update.
- C. Capitola Branch Library Naming Policy
RECOMMENDED ACTION: None, update only.
- D. Review of the Capitola Library Project Fundraising Strategy Update
RECOMMENDED ACTION: Receive update.

11. ADJOURNMENT

Adjourned to a Regular Meeting of the Library Advisory Committee to be held on Tuesday, August 8, 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 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 JUNE 13, 2017

FROM: City Manager Department

SUBJECT: Consider the February 14, 2017, 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. February 14, 2017, Library Advisory Committee Minutes Draft

Report Prepared By: Michele Deiter
Records Coordinator

Reviewed and Forwarded by:

Jamie Goldstein, City Manager

6/9/2017

CAPITOLA LIBRARY ADVISORY COMMITTEE REGULAR MEETING ACTION MINUTES

**TUESDAY, FEBRUARY 14, 2017 - 3:30 PM
COMMUNITY ROOM**

1. ROLL CALL

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

2. APPOINTMENT OF CHAIR AND VICE CHAIR

A. Appoint a Chair and Vice chair to the Library Advisory Committee

ACTION: Motion by Council Member Termini, seconded by Committee Member Campbell to appoint Committee Members Vice Chair Ortiz as the Chair and Campbell as the Vice Chair **Ayes:** Committee Members Campbell, Chair Gorson, Gray, Vice Chair Ortiz, Walsh and Council Member Termini; **Noes:** None; **Absent:** Committee Member Steingrube.

3. ADDITIONAL MATERIALS

A. Item 6.A. Corrections to the January 26, 2017, Special Meeting Minutes of the Library Advisory Committee.

4. CHANGES TO AGENDA (None provided.)

5. ORAL COMMUNICATIONS (None provided.)

6. REPORT FROM FRIENDS OF CAPITOLA LIBRARY CHAPTER

Committee Member Gorson reported that a meeting was not held.

7. REPORT FROM LIBRARY COMMISSION

Committee Member Gorson reported that at the last meeting the need for additional staffing hours to be added across all libraries was discussed.

8. REPORT FROM JOINT POWERS BOARD

City Manager Goldstein stated that at the last meeting a one-time funding was discussed to be used for the additional staffing hours needed to be added across all libraries.

Committee Member Gorson stated that the current assessment for staffing hours needed is not correct and without an increase in staffing hours there will be problems. Committee Member Gorson also stated that in her opinion, adding staffing hours without ensuring they are sustainable in the long term is not the right approach.

Attachment: February 14, 2017, Library Advisory Committee Minutes Draft (1814 : Meeting Minutes)

9. COMMITTEE / STAFF COMMENTS (None Provided.)

10. CONSENT CALENDAR

- A. Consider the December 13, 2016, Regular Meeting Minutes and the January 26, 2017 Special Meeting Minutes of the Library Advisory Committee

ACTION: Motion by Council Member Termini, seconded by Vice Chair Campbell to approve the December 13, 2016, Regular Meeting Minutes and the January 26, 2017, Special Meeting Minutes with the revised corrections incorporated, of the Library Advisory Committee. **Ayes:** Committee Members Vice Chair Campbell, Gorson, Gray, Chair Ortiz, Walsh and Council Member Termini; **Noes:** None; **Absent:** Committee Member Steingrube.

11. GENERAL BUSINESS

- A. Update on Library Project

Library Project Update was presented by Public Works Director Jesberg who stated that Tam & Noll Architects were given the go ahead to continue to move forward based on City Council's approval of Option 1 for a 11,700sf library.

- B. Committee Participation in Second Workshop

It was the consensus of the Committee Members that their role will continue to be minimal as was with the first workshop.

12. ADJOURNMENT

Chair Ortiz adjourned the meeting at 4:37 p.m. to the next Regular Meeting of the Library Advisory Committee to be held on Tuesday, April 11, 2017 at 3:30 p.m. in the Community room located at 420 Capitola Avenue, Capitola.

Gayle Ortiz, Chair

ATTEST:

Michele Deiter, CMC
Records Coordinator



CAPITOLA LIBRARY ADVISORY COMMITTEE AGENDA REPORT

MEETING OF JUNE 13, 2017

FROM: City Manager Department

SUBJECT: Library Design Update

RECOMMENDED ACTION: None, receive update.

BACKGROUND: Staff will present the attached design update at the LAC meeting.

ATTACHMENTS:

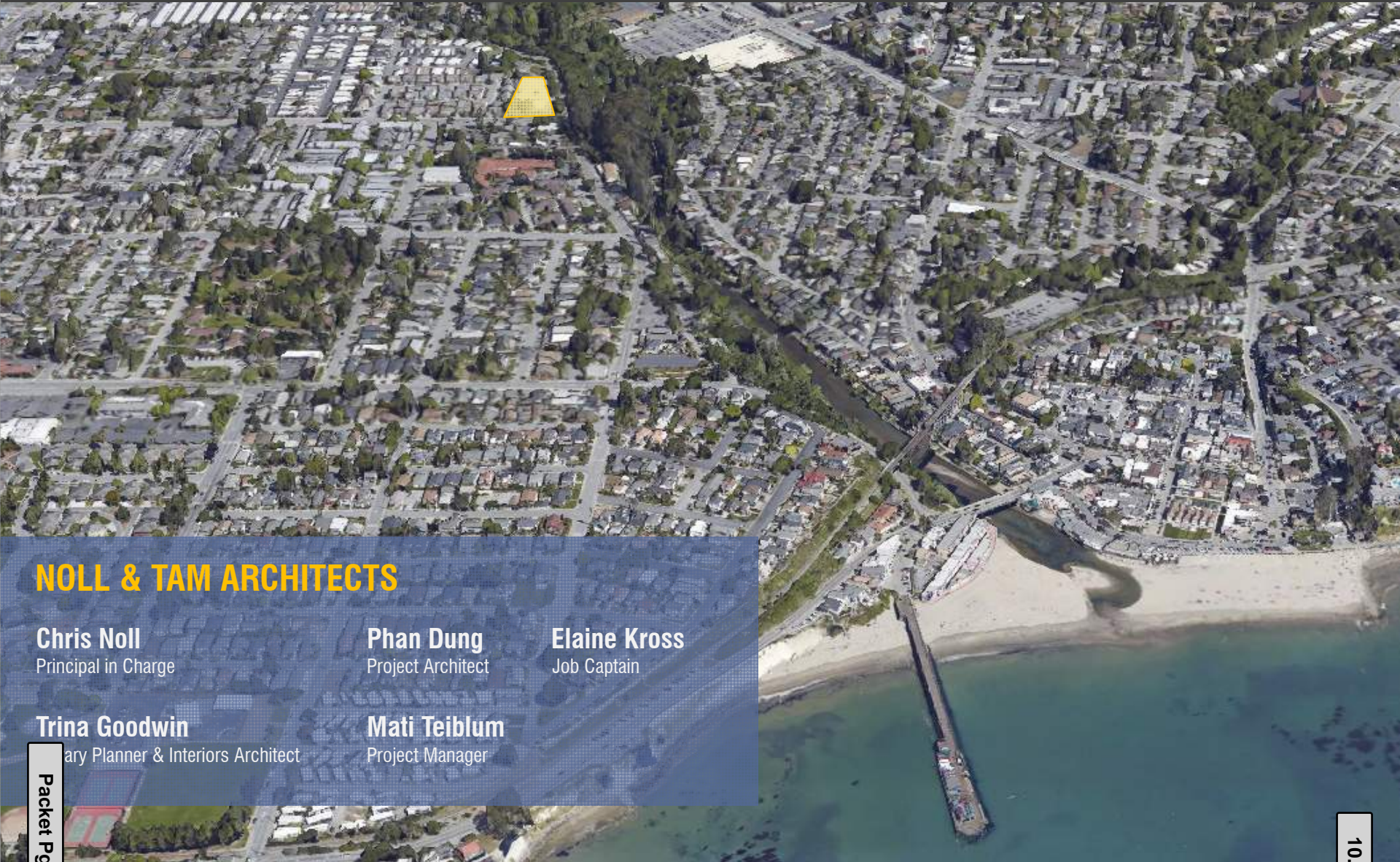
1. 2017 0607_Capitola Client Meeting

Report Prepared By: Jamie Goldstein
City Manager

Reviewed and Forwarded by:

Jamie Goldstein, City Manager

6/9/2017



NOLL & TAM ARCHITECTS

Chris Noll
Principal in Charge

Phan Dung
Project Architect

Elaine Kross
Job Captain

Trina Goodwin
Library Planner & Interiors Architect

Mati Teiblum
Project Manager

SITE PLAN



VIEW AT CORNER



VIEW AT CORNER



VIEW AT FROM CLARES STREET



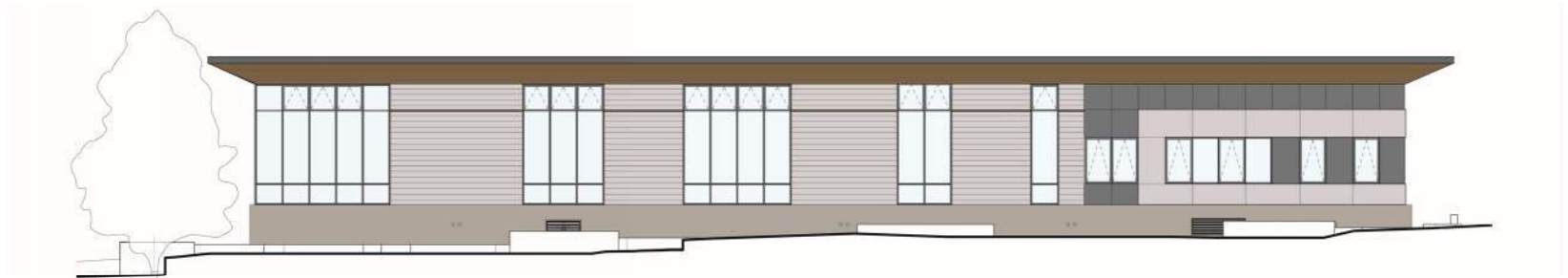
VIEW OF ENTRY



VIEW OF PORCH



EXTERIOR ELEVATIONS

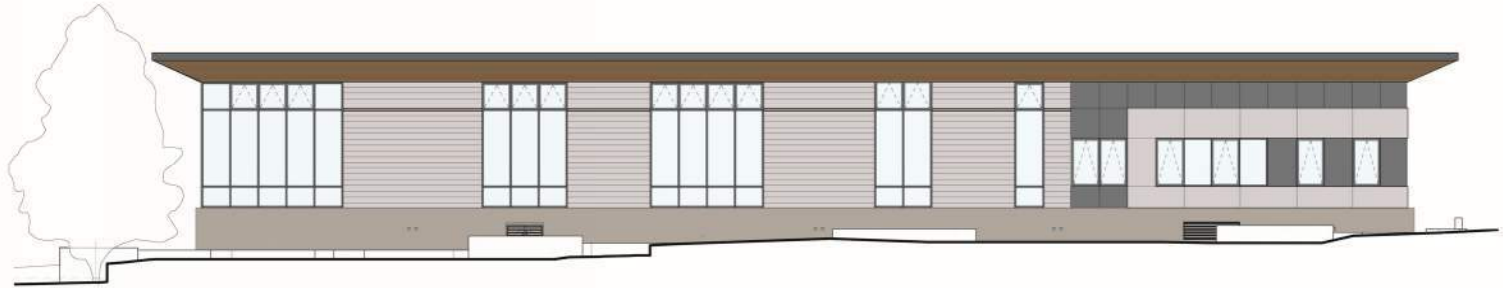


WEST ELEVATION



SOUTH ELEVATION

EXTERIOR ELEVATIONS

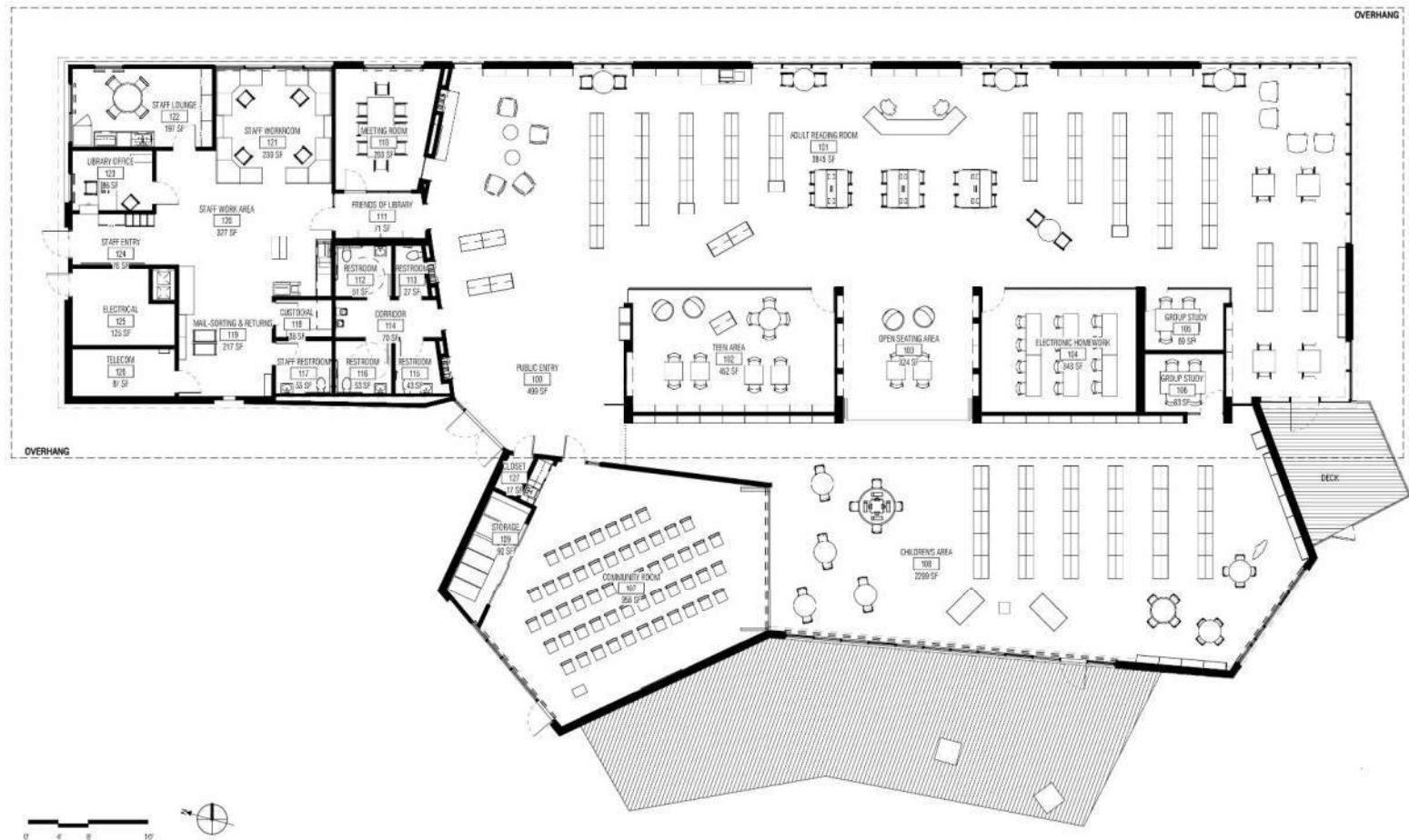


EAST ELEVATION

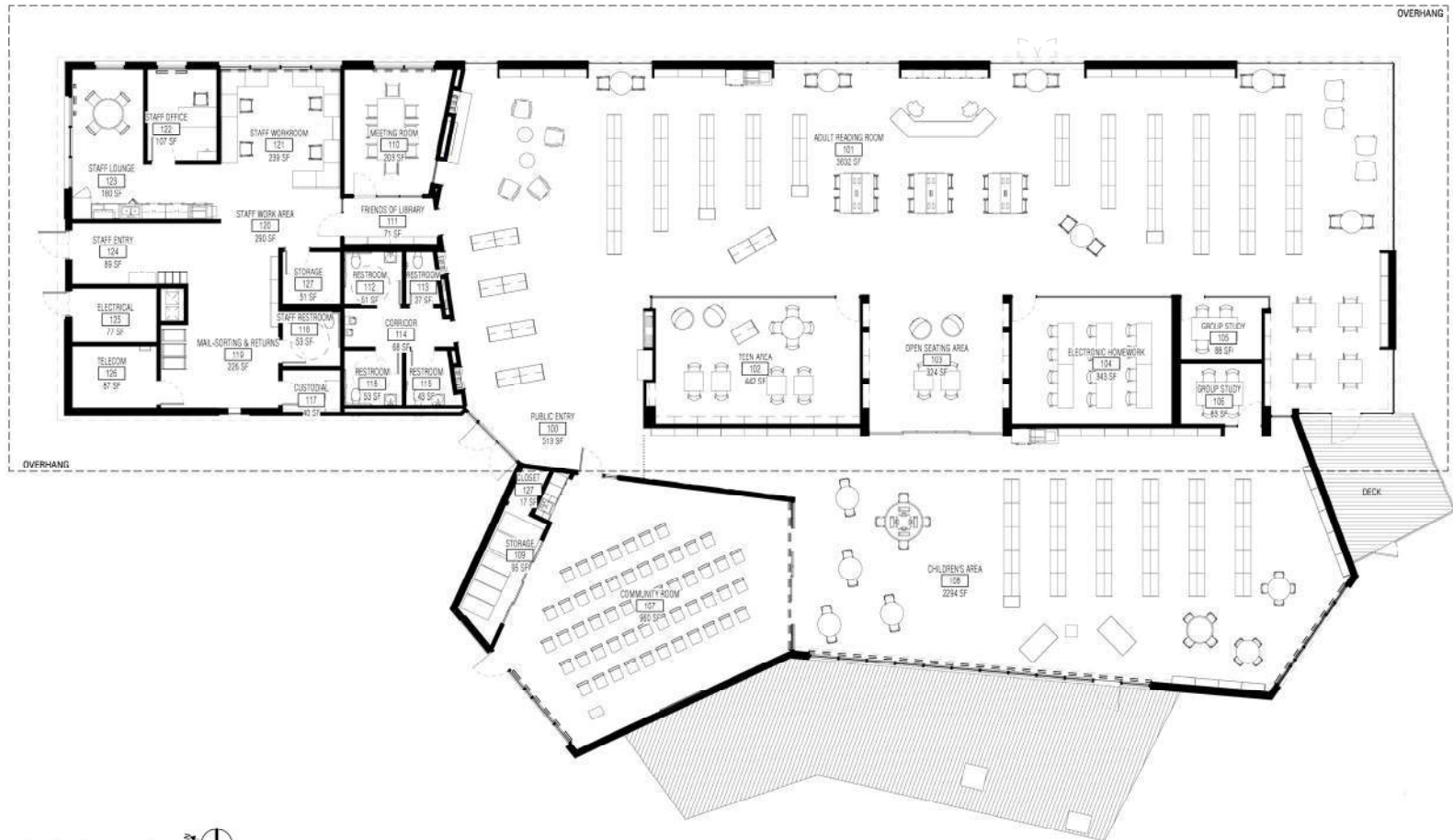


NORTH ELEVATION

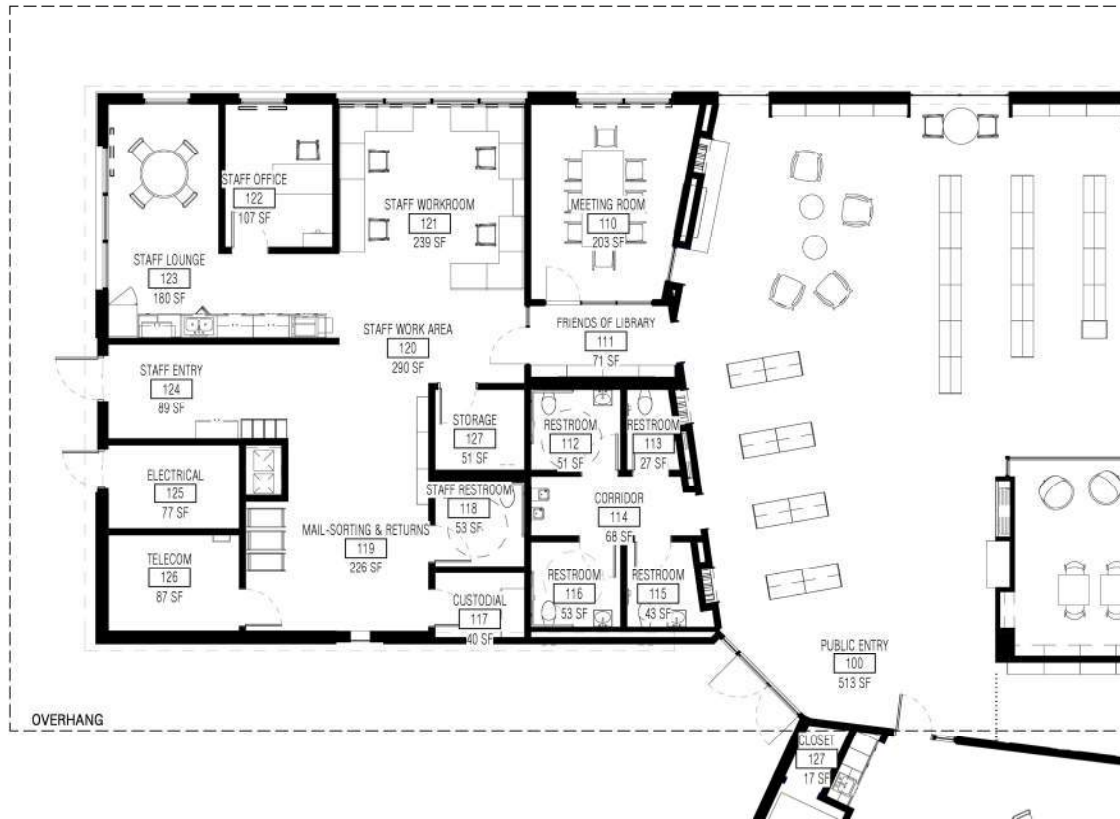
05/23/17 FLOOR PLAN



FLOOR PLAN



FLOOR PLAN



SHELVING PLAN



CEILING PLAN



VIEW OF FEATURE WALL - FIREPLACE



VIEW OF ENTRY LOBBY



ENTRY TO CHILDREN'S AREA



CHILDREN'S AREA



INTERIOR VIEW



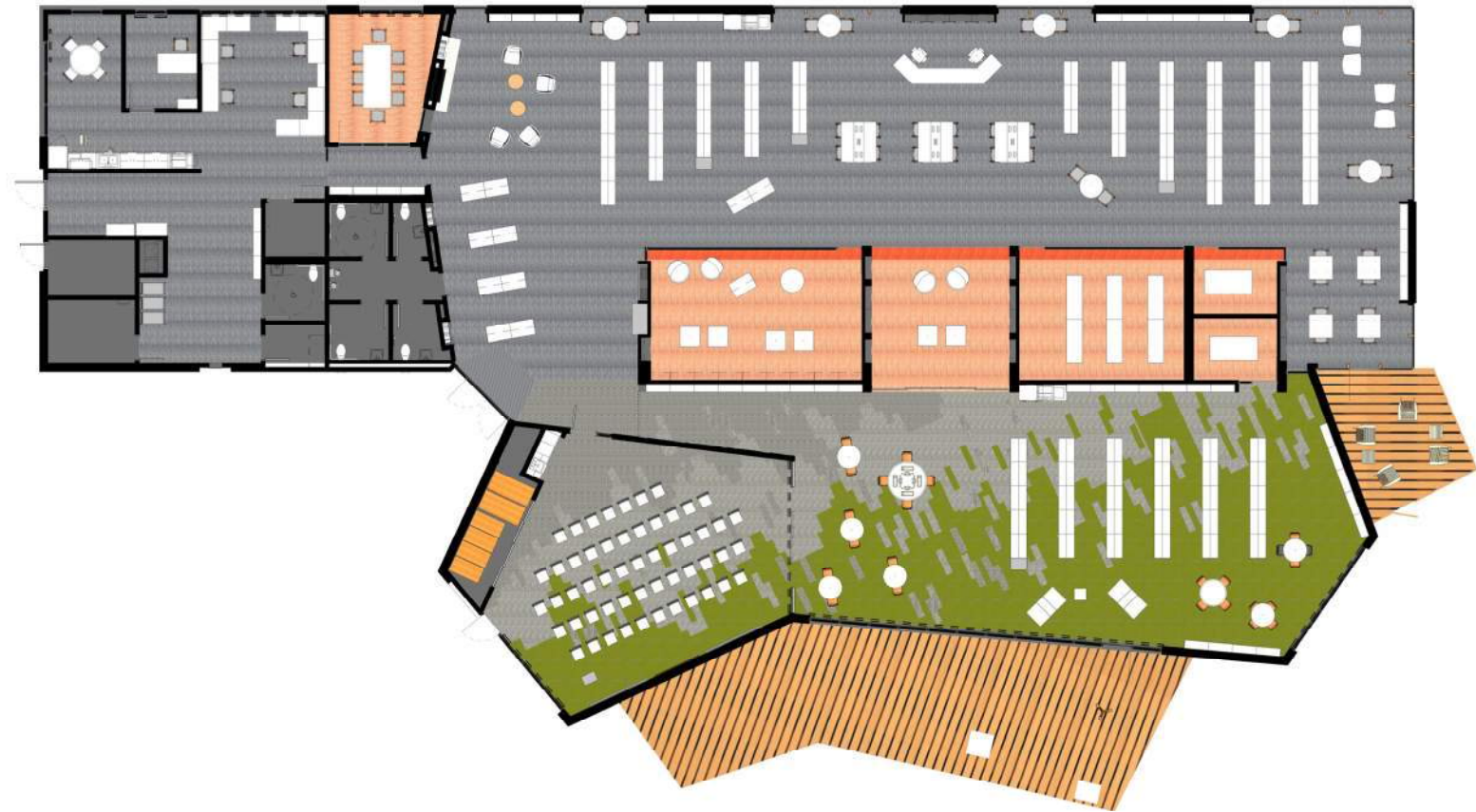
INSPIRATION IMAGES



INTERIOR VIEW – COMMUNITY ROOM



FLOOR FINISH PLAN



VIEW AT CORNER – FACADE STUDY A



CLARES STREET – FACADE STUDY A



ENTRY-FACADE STUDY A





CAPITOLA LIBRARY ADVISORY COMMITTEE AGENDA REPORT

MEETING OF JUNE 13, 2017

FROM: City Manager Department

SUBJECT: Review of the Capitola Library Project Timeline Update

RECOMMENDED ACTION: Receive update.

BACKGROUND: Attached is the current schedule for the construction of the Capitola Branch Library. That timeline will be presented and reviewed at the hearing.

As an update on the permit and environmental review process (CEQA), staff is currently actively working on those permits. Staff has contracted with consultants to prepare technical studies for archaeological resources and traffic and parking which will be used to complete the CEQA review.

The library is scheduled to be considered by the City's Architecture and Site Review Committee on June 28. The Committee will review the project design and will offer their recommendations to the Planning Commission. Staff currently expects the Planning Commission will review and issue decisions on the planning permits and CEQA document project on August 3.

ATTACHMENTS:

1. 17.02.24 Capitola Library Draft Schedule (Rev1)

Report Prepared By: Jamie Goldstein
City Manager

Reviewed and Forwarded by:

Jamie Goldstein, City Manager

6/9/2017

10.B.1



CAPITOLA LIBRARY ADVISORY COMMITTEE AGENDA REPORT

MEETING OF JUNE 13, 2017

FROM: City Manager Department
SUBJECT: Capitola Branch Library Naming Policy

RECOMMENDED ACTION: None, update only.

BACKGROUND: The City is currently developing plans for a new 11,700-square-foot Capitola Branch Library. Earlier this year the City Council approved a project budget change, increasing the total budget from \$10.6 to \$13 million. Part of the increased budget is anticipated to be generated through a fundraising campaign coordinated by the recently formed Friends of the Capitola Branch Library. Donor recognition and naming rights are important components of that campaign.

Earlier this year the Santa Cruz Public Libraries (SCPL) adopted a Library Naming Policy (Attachment 1). That policy establishes the authority and process for philanthropic naming of Santa Cruz Public Libraries interior and exterior spaces, features, and major programs. The policy also assigns authority to local jurisdictions to adopt their own naming policies, consistent with the SCPL policy but tailored to each local jurisdiction.

In April, this Committee held a joint meeting with the Council to review a City policy governing naming rights at the Capitola Branch. At that meeting, the LAC recommended to the Council to consider allowing naming rights for rooms, key exterior spaces but not the overall library building or on smaller fixtures or furniture.

On June 22, the City Council will consider the LAC recommendation and provide direction regarding the City's library naming policy.

DISCUSSION: Understand how the City will consider recognizing donors, is an important component of the overall library fund raising strategy. As with any public naming rights opportunity, there is some inherent tradeoff between fund raising goals and the potential impression of commercialization of a public asset.

While the adopted SCPL policy limits the name of the specific branch library to its geographic location, other naming rights can be assigned at the City's discretion. The list below outlines other types of naming rights that would be consistent with the SCPL policy and have been utilized in other jurisdictions.

- *Building name* - The LAC recommended against naming the building,
- *Room naming* - the LAC recommended the City policy allow for the naming of specific

Library Naming Policy
June 13, 2017

locations within a library.

- *Exterior spaces* - the LAC recommended the City policy allow naming of key outdoor areas.
- *Furnishing and Equipment recognition* - The LAC recommended against naming furnishing and minor equipment within the library.

The City Council will consider all these recommendations on June 22, and provide direction to staff.

Lastly, some jurisdictions limit types of donor recognition to individuals or non-profit groups, as opposed to corporations. At the joint meeting the LAC recommended the City Council consider accepting donations from individuals, foundations, civic groups and corporations for a donor wall, rooms, and exterior spaces.

FISCAL IMPACT: Funding raised by the Friends of the Capitola Branch Library will help finance the new library project.

ATTACHMENTS: None

Report Prepared By: Jamie Goldstein
City Manager

Reviewed and Forwarded by:



Jamie Goldstein, City Manager

6/9/2017



CAPITOLA LIBRARY ADVISORY COMMITTEE AGENDA REPORT

MEETING OF JUNE 13, 2017

FROM: City Manager Department

SUBJECT: Review of the Capitola Library Project Fundraising Strategy Update

RECOMMENDED ACTION: Receive update.

BACKGROUND: A representative from the Capitola Friends Group will provide an update on the fundraising process at the meeting.

Report Prepared By: Jamie Goldstein
City Manager

Reviewed and Forwarded by:

Jamie Goldstein, City Manager

6/9/2017