



CAPITOLA LIBRARY ADVISORY COMMITTEE REGULAR MEETING AGENDA

TUESDAY, JANUARY 9, 2018

3:30 PM

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

- 1. ROLL CALL**
- 2. PRESENTATIONS**
- 3. APPOINTMENT OF CHAIR AND VICE CHAIR**

A. Appoint a Chair and Vice Chair to the Library Advisory Committee
RECOMMENDED ACTION: Appoint Chair and Vice Chair for 2018.

4. ADDITIONAL MATERIALS

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

5. CHANGES TO AGENDA

6. 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.

7. REPORT FROM FRIENDS OF CAPITOLA LIBRARY CHAPTER

8. REPORT FROM LIBRARY COMMISSION

9. REPORT FROM JOINT POWERS BOARD

10. 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.

11. 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 October 10, 2017, Regular Meeting Minutes of the Library Advisory Committee

RECOMMENDED ACTION: Approve minutes.

12. 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 Project Timeline Update

RECOMMENDED ACTION: Receive update.

- B. Review of the Capitola Library Project Fundraising Strategy Update

RECOMMENDED ACTION: Receive update and review opportunities for the Library Advisory Committee to participate in fundraising and Capitola Branch Library closure events.

- C. Draft Temporary Library Services Plan

RECOMMENDED ACTION: Receive presentation by SCPL staff and provide feedback.

13. ADJOURNMENT

Adjourned to a Regular Meeting of the Library Advisory Committee to be held on Tuesday, March 13, 2018, 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.

CAPITOLA LIBRARY ADVISORY COMMITTEE REGULAR MEETING AGENDA

January 9, 2018

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 JANUARY 9, 2018

FROM: City Manager Department

SUBJECT: Appoint a Chair and Vice Chair to the Library Advisory Committee

RECOMMENDED ACTION: Appoint Chair and Vice Chair for 2018.

BACKGROUND: In this past year Gayle Ortiz has served as the Library Advisory Committee Chair and member Toni Campbell has served as the Vice Chair.

DISCUSSION: This matter is before the Committee to select a Chair and Vice Chair. Pursuant to City's Board, Commission and Committee Guide (Item 11.A.) each advisory body elects a Chair and a Vice Chair annually, generally at the first meeting held in a new calendar year, or as specified in the guidelines. The Chair presides at all advisory committee meetings, and the Vice Chair presides in the Chair's absence.

Report Prepared By: Chloe Woodmansee

Reviewed and Forwarded by:

Jamie Goldstein, City Manager

1/5/2018



CAPITOLA LIBRARY ADVISORY COMMITTEE AGENDA REPORT

MEETING OF JANUARY 9, 2018

FROM: City Manager Department

SUBJECT: Consider the October 10, 2017, Regular Meeting Minutes of the Library Advisory Committee

RECOMMENDED ACTION: Approve minutes.

ATTACHMENTS:

1. 10-10-17 LAC Minutes

Report Prepared By: Chloe Woodmansee

Reviewed and Forwarded by:

Jamie Goldstein, City Manager

1/5/2018

CAPITOLA LIBRARY ADVISORY COMMITTEE REGULAR MEETING ACTION MINUTES

**TUESDAY, OCTOBER 10, 2017-3:30 PM
CITY HALL COMMUNITY ROOM**

1. ROLL CALL

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

2. ADDITIONAL MATERIALS

Additional material was provided for item 10.B

3. CHANGES TO AGENDA (None provided.)

4. ORAL COMMUNICATION (None provided.)

5. REPORT FROM FRIENDS OF CAPITOLA LIBRARY CHAPTER (None provided.)

6. REPORT FROM LIBRARY COMMISSION (None provided.)

7. REPORT FROM JOINT POWERS BOARD

City Manager Goldstein stated that at the last meeting of the Joint Powers Board there was a good report presented by Susan Nimitz on the re-innovation grant fund.

8. COMMITTEE / STAFF COMMENTS

City Manager Goldstein stated this committee has a one-year term so he asked if anyone was interested in being on this committee next year. Toni Campbell and Gayle Ortiz expressed their interest.

9. CONSENT CALENDAR

- A. Consider the June 13, 2017, Regular Meeting Minutes of the Library Advisory Committee.

ACTION: Motion by Council Member Termini, seconded by Committee Member Walsh to approve the June 13, 2017 Regular Meeting Minutes of the Library Advisory Committee.

Ayes: Committee Members Campbell, Walsh, Chair Ortiz and Council Member Termini;

Noes: None; **Absent:** Committee Members Steingrube, Gorson and Gray.

10. GENERAL BUSINESS

- A. Library Design and Project Timeline Update
RECOMMENDED ACTION: None, receive update.

An update on the schedule of the library project was given by City Manager Goldstein and Project Manager Dave Tanza who presented slides reflecting the current design details.

Attachment: 10-10-17 LAC Minutes (Approval of minutes)

CAPITOLA LIBRARY ADVISORY COMMITTEE MINUTES
JUNE 13, 2017

- B. Update from Capital Campaign Regarding Fundraising Efforts, Memorandum of Understanding with the City, and Partnership with Community Foundation Santa Cruz.
RECOMMENDED ACTION: Receive update.

Susan Nimitz gave an update on the fundraising process. Fundraisers will be conducted on Fridays and Saturdays at Live Oak. They will surplus all books and furniture and conduct a big sale in April. After the old building is demolished, a groundbreaking ceremony will be held on a Saturday.

- C. Update Regarding Regional Funding for Capitola Branch Library Construction
RECOMMENDED ACTION: None, update only.

This item will be continued to the next meeting of the Library Advisory Committee.

- D. Draft Temporary Library Services Plan
RECOMMENDED ACTION: Receive presentation by SCPL staff and provide feedback.

This item will be continued to the next meeting of the Library Advisory Committee.

10. ADJOURNMENT

Chair Ortiz adjourned the meeting at 5:00 p.m. to a Regular Meeting of the Library Advisory Committee to be held on Tuesday, December 12, 2017.



CAPITOLA LIBRARY ADVISORY COMMITTEE AGENDA REPORT

MEETING OF JANUARY 9, 2018

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 meeting.

As an update, the library project is currently in the Construction Document Phase, with Knoll and Tam preparing the documents necessary to put the project out to bid.

The branch is currently scheduled to close in May, followed by building demolition, and then construction beginning in early summer.

ATTACHMENTS:

1. Schedule.DRAFT II Revised_Capitola Library_17.12.20

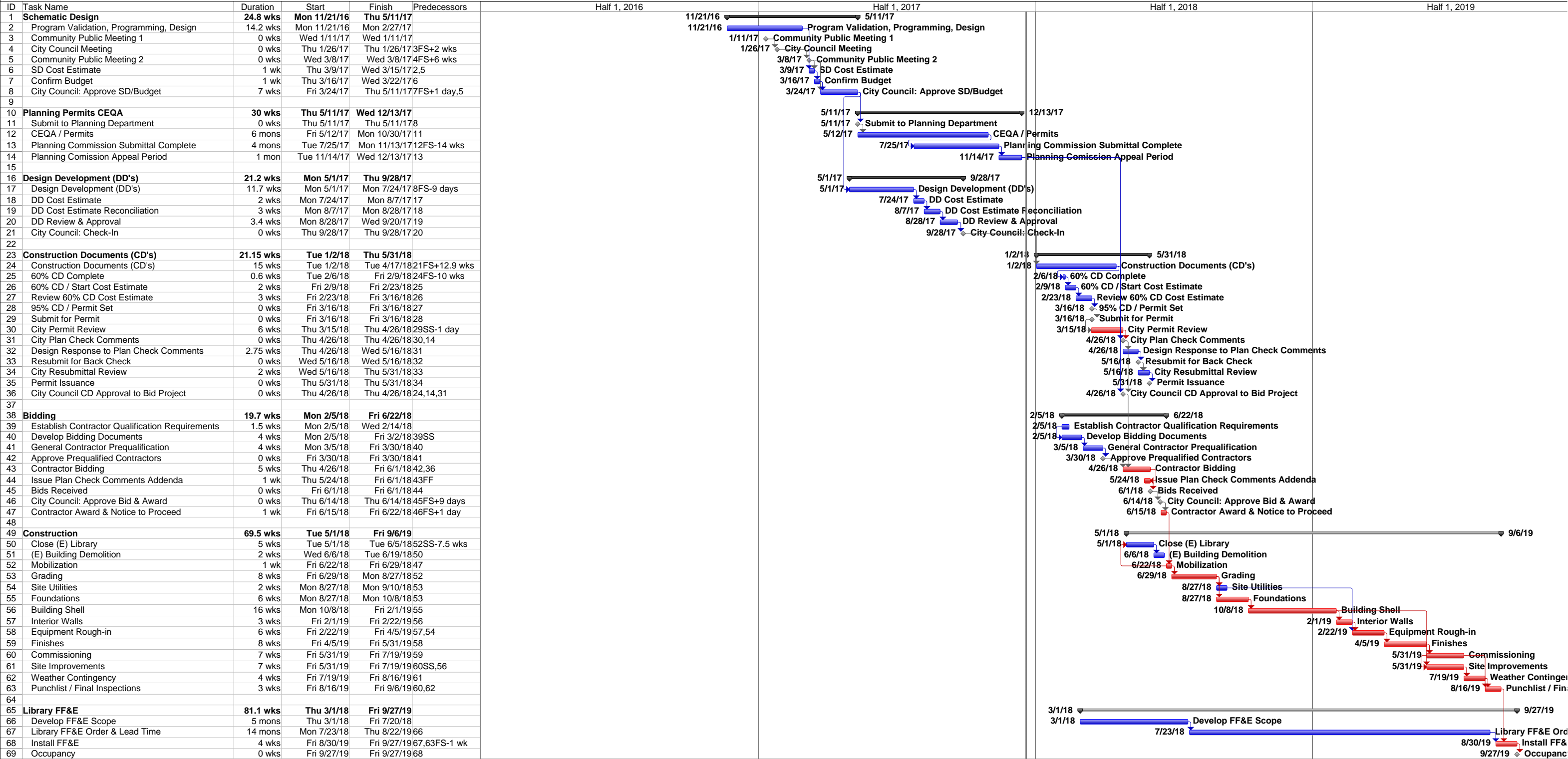
Report Prepared By: Chloe Woodmansee

Reviewed and Forwarded by:

Jamie Goldstein, City Manager

1/5/2018

Capitola Library
Schedule





CAPITOLA LIBRARY ADVISORY COMMITTEE AGENDA REPORT

MEETING OF JANUARY 9, 2018

FROM: City Manager Department

SUBJECT: Review of the Capitola Library Project Fundraising Strategy Update

RECOMMENDED ACTION: Receive update and review opportunities for the Library Advisory Committee to participate in fundraising and Capitola Branch Library closure events.

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

This item will also include a discussion of opportunities for the LAC to participate in fundraising and branch closure events.

Report Prepared By: Chloe Woodmansee

Reviewed and Forwarded by:

Jamie Goldstein, City Manager

1/5/2018



CAPITOLA LIBRARY ADVISORY COMMITTEE AGENDA REPORT

MEETING OF JANUARY 9, 2018

FROM: City Manager Department

SUBJECT: Draft Temporary Library Services Plan

RECOMMENDED ACTION: Receive presentation by SCPL staff and provide feedback.

BACKGROUND: The Capitola Branch Library is scheduled to close in May. SCPL staff have identified a location for a book drop in Capitola during the closure period, and have examined opportunities to continue library programming in Capitola at an alternate site.

Report Prepared By: Chloe Woodmansee

Reviewed and Forwarded by:

Jamie Goldstein, City Manager

1/5/2018