



CAPITOLA LIBRARY ADVISORY COMMITTEE REGULAR MEETING AGENDA

TUESDAY, NOVEMBER 13, 2018

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.

1. Consider the May 8, 2018 Regular Meeting Minutes of the Library Advisory Committee

RECOMMENDED ACTION: Approve minutes.

CAPITOLA LIBRARY ADVISORY COMMITTEE REGULAR MEETING AGENDA
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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.

1. Review of the Capitola Branch Library Construction Project
RECOMMENDED ACTION: Receive update.
2. Update on Capitola Branch Library Project Fundraising Campaign
RECOMMENDED ACTION: Receive update and review opportunities for the Library Advisory Committee to participate in fundraising events.
3. Discuss Future for the Capitola Library Advisory Committee
RECOMMENDED ACTION: Discuss future role for the Capitola Library Advisory Committee.

11. ADJOURNMENT

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 13, 2018

FROM: City Manager Department

SUBJECT: Consider the May 8, 2018 Regular Meeting Minutes of the Library Advisory Committee

RECOMMENDED ACTION: Approve minutes.

ATTACHMENTS:

1. LAC minutes draft 5-8-2018

Report Prepared By: Chloe Woodmansee
Records Coordinator

Reviewed and Forwarded by:

Jamie Goldstein, City Manager 11/9/2018



CAPITOLA LIBRARY ADVISORY COMMITTEE REGULAR MEETING MINUTES

TUESDAY, MAY 8, 2018

3:30 PM

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

1. **ROLL CALL**

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

2. **PRESENTATIONS** (none)

3. **ADDITIONAL MATERIALS** (none)

4. **CHANGES TO AGENDA** (none)

5. **ORAL COMMUNICATION**

Committee Member Stephen Walsh asked the Committee what had become of the negative comments that had been posted on Facebook (discussed at the January 9 LAC Meeting). Committee Member Grey responded that she ignored the comments at that time and that the specific post did not gain traction. City Manager Goldstein agreed that the story in question became a “non-issue”; since February, interested Committee Members have created talking points that can be used in response to any negative social media comments regarding the Capitola Branch Library project.

Committee Member Gorson stated that, in the case of online discussion of the project's cost, she could create a short Frequently-Asked-Questions reference sheet for Committee Members to utilize. The committee agreed that this was a good idea.

6. **REPORT FROM FRIENDS OF CAPITOLA LIBRARY CHAPTER**

Chair Campbell presented Friends of the Capitola Library efforts. Their most significant activity is the used books store located in the Capitola Mall. The store costs nothing to run and stock, and book sales have allowed the Friends to nearly meet their \$15,000 pledge. Upon reaching that goal, the Friends will discuss raising their pledge to donate a larger amount to Capitola Branch Library efforts. Chair Campbell also announced that, now that the Capitola Library has officially closed, the Friends of the Capitola Library hold meetings in the Community Room at Capitola City Hall.

7. **REPORT FROM LIBRARY COMMISSION** (no report presented)

Committee Member Gorson explained that the most recent Library Commission Meeting had been cancelled, thus she had no report.

Attachment: LAC minutes draft 5-8-2018 (minutes)

CAPITOLA LIBRARY ADVISORY COMMITTEE REGULAR MEETING MINUTES
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8. REPORT FROM JOINT POWERS BOARD

City Manager Goldstein noted that the changes to the Capitola Branch Library Naming Opportunities guidelines were approved by the Joint Powers Board.

9. COMMITTEE / STAFF COMMENTS

10. CONSENT CALENDAR

1. Consider the January 9, 2018 Regular Meeting Minutes of the Library Advisory Committee

RECOMMENDED ACTION: Approve minutes.

Motion by Mayor Termini, seconded by Committee Member Ortiz to approve the January 9, 2018 Library Advisory Committee Meeting minutes. **Ayes**: Chair Campbell, Vice-Chair Walsh, Committee Members Ortiz, Gray, and Mayor Termini. **Noes**: None. **Abstained**: Committee Member Gorson. **Absent**: Committee Member Steingrube.

11. GENERAL BUSINESS

1. Review Library Design and Project Timelines
RECOMMENDED ACTION: Receive report on the design and timelines for the construction of the Capitola Branch Library.

Public Works Director, Steve Jesberg, presented on the updated Capitola Branch Library design and project timeline. On April 26 Noll and Tam's design was approved and considered out for public bid. Currently, the project has seven pre-qualified contractors. The Committee was pleased to see "cozier" Children's Area in-wall nooks represented in the updated design. David Tanza, Project Manager for the new Capitola Branch Library, agreed that having the Committee push the designer to change the nooks influenced this positive outcome. Public Works Director Jesberg pointed out the designated Capitola Museum Section within the library design, and Committee Member Ortiz emphasized that the section represents a \$15,000 donation from the Museum to the Library.

Public Works Director Jesberg outlined the projected schedule for the remaining steps of the Library Project; including the upcoming May 30 due date for construction bids. Chair Campbell indicated that she and the rest of the Committee would like to be present for the bid reading.

The Committee decided on Friday, June 29 at 11 a.m. for the Groundbreaking Ceremony, however this will remain dependent upon the City receiving satisfactory bids on May 30. Mayor Termini emphasized that the Groundbreaking Ceremony serves two purposes; both to publicize the groundbreaking of the Library Project and to launch the public phase of the Friends' Fundraising Campaign.

2. Update on the Capitola Library Project Fundraising Campaign
RECOMMENDED ACTION: Receive update and review opportunities for the Library Advisory Committee to participate in fundraising events.

Committee Member Ortiz gave a brief update on private fundraising and announced that the Campaign is nearing \$500,000 in pledges. She explained that the Campaign is still soliciting major donors. Committee Member Ortiz also announced that the Porch, Children's Area, and Community Room naming opportunities have been sold; with the Teen Zone, Large Meeting Room, Small Meeting Room, and Building Name still available. Committee Member Ortiz then turned the presentation over to Chair Campbell, who is leading the Public Phase of the Fundraising Campaign.

Chair Campbell explained that this phase will involve getting the greater community excited involved in

Attachment: LAC minutes draft 5-8-2018 (minutes)

CAPITOLA LIBRARY ADVISORY COMMITTEE REGULAR MEETING MINUTES
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donating/raising funds. Chair Campbell discussed Neighbor to Neighbor events that will serve as vehicle to sell "pavers" for differing amounts of \$100, \$200, and \$300. The Friends will participate in some City events, for example tabling at the Twilight Concert Series on Wednesday nights. Postcards that solicit donations and provide information on the New Capitola Branch Library will be sent out to the Capitola community as soon as the Public Phase has an official launch date (dependent upon bids received and demolition schedule). A second postcard will be mailed in early November to encourage holiday giving.

3. Review of the JPA Draft Budget

RECOMMENDED ACTION: Receive presentation by City Manager on the Santa Cruz County Joint Powers Agreement's draft budget.

City Manager Goldstein provided an overview of the Joint Powers Agreement (JPA) draft budget for the 2018-2019 year. He announced that the budget remains like past years' and that the fund balance has grown.

The JPA will continue:

- the Increased Hour Test program, expanding open library hours across the county;
- the Innovation Grant Program, providing \$50,000 for librarians to try new and exciting programs that enhance library community offerings;
- the additional cleaning of the Downtown Branch restrooms

New initiatives include:

- eliminating fees for all youth library accounts
- personnel shifts that add middle management/administrative positions

A discussion of SCPL staff's membership of the Service Employees International Union (SEIU) began. Mayor Termini emphasized that the SCPL Librarian salary-range remains lower than nearby library salary-ranges such as in the City of Watsonville; the Mayor stated belief that this may be tied to the SCPL's membership of the SEIU Santa Cruz chapter. Chair Ortiz expressed the sentiment that if the union membership is working so far, there may not be reason enough to get involved. No consensus or decision was reached on this matter.

12. **ADJOURNMENT**

The meeting was closed at 4:30 PM

Toni Campbell, Chair

ATTEST:

Chloé Woodmansee, Committee Clerk, Records Coordinator

Attachment: LAC minutes draft 5-8-2018 (minutes)



CAPITOLA LIBRARY ADVISORY COMMITTEE AGENDA REPORT

MEETING OF NOVEMBER 13, 2018

FROM: City Manager Department

SUBJECT: Review of the Capitola Branch Library Construction Project

RECOMMENDED ACTION: Receive update.

BACKGROUND: On July 26 City Council directed staff to enter into a construction contract with Otto Construction to build the Capitola branch library. At the same meeting, Council also directed staff to negotiate deductive change orders to reduce project costs and revise the project budget to reflect the increase project funding from Measure S.

DISCUSSION: Since the award of the contract there have been ongoing meetings and conference calls between Noll & Tam Architects, Otto Construction, and the project manager to finalize design changes consistent with the cost reduction and value engineering items. Part of the changes include lowering the finished floor elevation of the building to accommodate cost savings to the foundation. Revised structural foundation plans and related changes to the mechanical, electrical, and plumbing (MEP) systems have been made.

At this point the contract documents have been amended and the contractor is in the process of finalizing the cost savings. The deductive change orders to bring the project into budget will be issued in the next two weeks. The groundbreaking event occurred on November 9, 2018.

Building demolition is scheduled to begin the week of November 12. Construction of the new building is expected to begin the first week of December and is anticipated to take 16 months; this remains dependent on weather conditions this winter.

The City has secured a pole-mounted all-weather webcam that will be publicly accessible during construction and allow for the development of time-lapse images of construction progress.

Report Prepared By: Chloe Woodmansee
Records Coordinator

construction update 2
November 13, 2018

Reviewed and Forwarded by:



Jamie Goldstein, City Manager 11/9/2018



CAPITOLA LIBRARY ADVISORY COMMITTEE AGENDA REPORT

MEETING OF NOVEMBER 13, 2018

FROM: City Manager Department

SUBJECT: Update on Capitola Branch Library Project Fundraising Campaign

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

BACKGROUND: Community support for the new library has been overwhelming. In addition to the support from Measure S, a fund-raising campaign led by local residents has raised more than \$545,000 to help build the new library, and identified a \$750,000 fundraising goal.

In addition, this week the campaign kicked off the public fundraising campaign during the groundbreaking event. That campaign includes the "Pave the Way" program, an exciting opportunity open to everyone to purchase and inscribe a paver with individual, family or business names or short messages to memorialize or inspire.

The pavers are available in three sizes and will be installed on the pathway leading to the main entry door. More details are available at www.capitolalibraryfriends.org.

Other details regarding the public fundraising campaign will be presented at the meeting.

Report Prepared By: Chloe Woodmansee
Records Coordinator

Reviewed and Forwarded by:

Jamie Goldstein, City Manager

11/9/2018



CAPITOLA LIBRARY ADVISORY COMMITTEE AGENDA REPORT

MEETING OF NOVEMBER 13, 2018

FROM: City Manager Department

SUBJECT: Discuss Future for the Capitola Library Advisory Committee

RECOMMENDED ACTION: Discuss future role for the Capitola Library Advisory Committee.

BACKGROUND: The Capitola Library Advisory Committee (LAC) was formed in 2016. The committee has met every-other-month since that time and contributed to the discussions and efforts involving the new Capitola Branch Library project.

However last year the City formed the Library Design Ad-Hoc Committee, with a specific charge to help guide the design process for the new library. Staff anticipates the Design Ad-Hoc Committee will continue to meet occasionally during construction as issues arise, and to help with the furniture selection process. Since the formation of the Ad-Hoc Design Committee, several LAC meetings have been cancelled due to lack of library issues that required action.

DISCUSSION: With the construction of the Capitola Branch Library now underway it seems appropriate to discuss what role the LAC should play in the future.

FISCAL IMPACT: None.

Report Prepared By: Chloe Woodmansee
Records Coordinator

Reviewed and Forwarded by:

Jamie Goldstein, City Manager

11/9/2018