

**Meeting Minutes for Aptos Library Design Build Criteria Kick Off | Community Meeting #1**

<b>DATE:</b>	11/13/18	
<b>LOCATION:</b>	Aptos Branch Library	
<b>ATTENDEES:</b>	<p>Project team listed here. See attached meeting sign-in sheets for the community participants.</p> <p>Zack Friend, Supervisor, 2<sup>nd</sup> District County of Santa Cruz  Susan Nemitz – Santa Cruz Library Director  Janis Driscoll – Santa Cruz Library Associated Director  Heather Norquist – Regional Library Manager  Heather Pereira – Branch Manager  Lynn McNussen – Aptos Library Friends group  Coni Hendry – Aptos Library Friends group  Betsey Lynberg – Director of Capital Projects, DPW  Damon Adlao – Project Manager, DPW  Adam Bayer – Senior Project Manager  Sean Winchester – Project Manager, BKDW  April Datu – Designer, BKDW  Dong Kim – Principal, BKDW</p>	
<b>MEETING INTENT:</b>		
Community meeting to gain feedback from the community about program		
<b>MEETING DISCUSSIONS</b>		
<b>Item No.</b>	<b>Topic Summary</b>	<b>Response Required By:</b>
1.	<p>Team Introduction</p> <ul style="list-style-type: none"> <li>- Susan began the community meeting by introducing the project. She noted that the project is starting based on the Measure S funding. She introduced Zach Friend, second district supervisor for Santa Cruz County and the Aptos Library project team and BKDW team.</li> </ul>	
2.	<p>Dong reviewed the project team. The team included the following:</p> <ul style="list-style-type: none"> <li>- Santa Cruz Public Libraries</li> <li>- Friends of the Library</li> <li>- County of Santa Cruz Department of Public Works</li> <li>- Byrens Kim Design Works and the Criteria Design Team</li> <li>- The Aptos Community</li> </ul>	

3.	<p>Dong presented the purpose of meeting; to introduce and explain the project process which was being administered through the Design-Build process. Dong noted that the intent of the meeting was to kick of the project, and to collect input from community which can be incorporated into the design process. Dong asked the community to provide feedback, including opportunities for improvements, visions, and goals, using comment sheets and/or leave comments online set up by Aptos Library Staff and Friends.</p>	
4.	<p>Dong reiterated Susan by indicating that the project was being funded through the Measure S:</p> <ul style="list-style-type: none"> <li>- In June 2016, voters approved Measure S: A \$67 million bond for facilities work throughout the Santa Cruz Public Library System.</li> <li>- Project Total Budget is \$12,097,680 has been allocated to update the Aptos Branch Library. Funding from Library Facilities Financing Authority and County Library Funds. Dong and Betsey stated that the budget indicated is the total project budget which includes all costs, including construction, furnishing, site investigations, project management, project design, and etc.</li> <li>- Funds obtained through this measure will help provide more space to support programs for community members of all ages.</li> </ul> <p>Susan stated that Library page website have more information about Measure S.</p> <p><a href="https://www.santacruzpl.org/measure_s/">https://www.santacruzpl.org/measure_s/</a></p>	
5.	<p>Dong reviewed the existing building and the site model. In brief, he noted that the facility is well used and in good shape for the age of the structure. Dong noted that, as with other existing structures, there are various opportunities for improvements such as:</p> <ul style="list-style-type: none"> <li>- Accessibility issue.</li> <li>- Signage and public presence.</li> <li>- Program areas</li> </ul> <p>Dong noted that the criteria team will be reviewing 3 strategies. They are:</p> <ul style="list-style-type: none"> <li>- Renovation of the existing facility.</li> <li>- Renovation + Addition/expansion</li> <li>- Complete Demo and New Building</li> </ul> <p>Dong stated that all options will include improvements for code requirement</p>	

	such as accessibility, sustainability, and structural safety. Furthermore, the intent of the project is to improve the library operations to meet the 21 <sup>st</sup> century library visions. Dong emphasized that the project approach will need to work with the available budget.	
6.	<p>Dong presented two types of project delivery processes:</p> <ul style="list-style-type: none"> <li>- Design-Bid-Build (DBB)</li> <li>- Design-Build (DB)</li> </ul> <p>Conventional public delivery process has been the Design Bid Build Process. The process proposed for this project was Design-Build. Dong noted that the current objective of the project is to perform site/building assessment, and to generate a criteria set for the subsequent Design Build team solicitation. Dong noted that the recent industry conditions and trends pose additional challenges in meeting project budget with the Design Bid Build process. Design Build process strives to utilize the expertise of the DB team to manage cost and schedule implications.</p>	
7.	<p>One of the community members asked why doesn't the county directly enter into the Design Build process. Dong explained that the criteria is required to generate basic parameters that would allow the design build team to set the project boundaries. These elements include program area/square footage, types of furniture and fixtures, and other quantitative design elements. Lynn gave a good reference utilizing a car purchase where a type of car and specific requirements are being listed, instead of specify the actual car make and model. Dong elaborated on the subject and noted that the criteria document is required to provide flexibility in Design Build team's design execution while maintaining a minimum project standard.</p>	
8.	<p>Dong review the preliminary schedule and milestones. Dong emphasized that the schedule is preliminary at best and is intended to be used as an outline of the project delivery process. The following info was shared.</p> <ul style="list-style-type: none"> <li>- Community Meeting #1 – 11/13/18</li> <li>- Community Meeting #2 – 12/11/18</li> <li>- Complete programming – January 2019</li> <li>- Community Meeting #3; Program update – January or February 2019</li> <li>- Complete Criteria Document – Spring 2019</li> <li>- California Environmental Quality Act (CEQA) Investigation – Winter 2018/Spring 2019</li> </ul>	

	<ul style="list-style-type: none"> <li>- Select Design-Build Team – Spring/Summer 2019</li> <li>- Complete Design Build Request for Proposal – Later Spring 2019</li> <li>- Design Process by Design Build Team – Late 2019</li> <li>- Permitting and Approval – Spring 2020</li> <li>- Construction – 2020 to 2022</li> </ul>	
9.	<p>Dong ended the presentation and indicated that he will be collecting all the comment sheets. He reviewed the comment sheets. The following was provided. Dong reviewed each comment with the responders and the following was understood:</p> <ul style="list-style-type: none"> <li>- <u>Name:</u> Mark H.  Visit Los Gatos and Orinda Public Libraries; review opportunities for alternative project locations including elementary school, Baptist church behind Wells Fargo Bank and Assembly of God Church or Aptos High School on Cabrillo about available space; Coast land church property is owned by Dominican Hospital. Engage public + private teachers, school, children, students, employees, senior citizens, library staff in this planning process; Find out if community foundation can help in many way. Rotary, Cabrillo faculty. Lions Clubs. AHS Sport Foundation. Cabrillo Foundation. Engage local contractors in construction efforts. Explore other possible locations (school, churches, Cabrillo undeveloped land); Accessibility for physical + developmental disabilities; Meeting room; Financially driven capital Feasibility Study to determine how much might be raised from individual in the community; Satellite Reading room(s) &amp; Book returns + other convenient locations, i.e. deer park; Archives/Museum display(s); Special collection of films, videos, music, books, commercials, news coverage of the area, maps, other branches; Collaboration with school, community organizations, public services, businesses, nonprofits, religions groups. Community capital campaign to increase support with naming opportunity + taxing deductible donations.</li> <li>- <u>Name:</u> Kate Minott  How about a 5-story parking garage?; Garden and roof tops with shading for story hour + summer seed growing projects; An attractively done faux tree with a cell tower inside will earn quite a bit of \$\$\$ for the library.</li> <li>- <u>Name:</u> Susan Schenck  Bright + modern design. More collaboration space with</li> </ul>	

	<p>flexible/changeable space configuration. Incorporate community art work. Café area.</p> <ul style="list-style-type: none"> <li>- <u>Name:</u> Adam Bayer  More daylighting; Layout Furnishing and stacks – design budget won’t do; Open up, so more outdoor spaces; More driveway.</li> <li>- <u>Name:</u> Russell Simpkins  I came to understand how program &amp; use is being developed, I would like to see this building become an essential cultural hub for our community; To me, that means evaluating what makes a leading edge library, and what it means to Aptos; I happen to design building for a living as well.</li> <li>- <u>Name:</u> Courtney Christiansen <u>Email:</u> mecourtney@gmail.com  I would like to understand what this new building would look like; I work in architecture and would love to see what will come about; Please make something beautiful &amp; will accommodate all people in the community. Thank you.</li> <li>- <u>Name:</u> Debby Peronto  Welcoming entrance with reduced noise; Teen area; Open “market place” at entrance with holds check out, Lucky Day – Fun!; Area for Friends to store, sort and sell books; More meeting rooms, small and large; Natural light; Larger-children area, mtg rooms; Large fence on something to reduce noise and perhaps incorporate outdoor area as in formal or formal mtg areas.</li> <li>- <u>Name:</u> Penny Hanna  Criteria: Solar + natural light, where suitable community room; Fully access restrooms + community room; Ample computer/Wi-Fi room. Indoor/outdoor kids’ area; Permeable parking lot surface.</li> <li>- <u>Name:</u> Peggy Kenny  Comfortable chairs &amp; cozy space to read. 3D printer for community use and space. Skylights for natural light. Community meeting facilities. Energy efficient. More bathrooms</li> <li>- <u>Name:</u> Lynn McNussen  2<sup>nd</sup> story (ocean view). Hose bibs for garden. Donation bricks. Entry with color + light and wonder.</li> <li>- <u>Name:</u> Tricia Wynne</li> </ul>	
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	<p>Welcoming entrance (maybe not on busy street). Take advantage of outside space – courtyard. Teen room. Quiet spaces. Community meeting room.</p> <ul style="list-style-type: none"> <li>- <u>Name:</u> Coni Hendry</li> </ul> <p>Second story with ocean view. Beachy colors. Light filled. Welcoming entrance. Open + airy.</p> <ul style="list-style-type: none"> <li>- <u>Name:</u> Sandy Laue</li> </ul> <p>Suggestion for Aptos Library build-out: Second floor + gorgeous views (for meeting room/reading room). Teen section. More original (local) art displayed. Restroom (women’s) to have 2-3 stalls at least. Leafy entrance (e.g., Magnolia trees) c. broad leaf evergreen trees. More “21<sup>st</sup> century” features (whatever they are!). Outdoor reading area (“patio” with comfortable seating; some shade)</p> <ul style="list-style-type: none"> <li>- <u>Name:</u> Jody Pratt</li> </ul> <p>2<sup>nd</sup> story-perhaps for community meeting space.</p> <ul style="list-style-type: none"> <li>- <u>Name:</u> Virginia Morris Safer entrance to parking lot (cars coming in/pedestrian going to entrance).</li> </ul> <ul style="list-style-type: none"> <li>- <u>Name:</u> Ofelia Garcia</li> </ul> <p>The Aptos chapter of the Friends of the Library created a water-wise, demonstration garden 2 years ago. We did this with a \$2000 grant from the water district and a \$2000 rebate for the library. The design + continued education opportunities were made possible by Cabrillo college Horticulture faculty. I would like to suggest that the new building include such a garden and that the designer of the garden work in collaboration with the expert faculty who guided that project – or- that she be the one to do it. Her name is Lisa MacAndrews</p> <ul style="list-style-type: none"> <li>- <u>Name:</u> Alison Watson</li> </ul> <p>I have recently moved here + am impressed by the services the library offers. At the moment I am interested in knowing more about the library and what/how it can improve. As I learn more, I can add more! More technology for children’s library. More ebooks. More classes for kids.</p> <ul style="list-style-type: none"> <li>- <u>Name:</u> G. Lindstrum</li> </ul> <p>Courtyard. Air conditioning. Change parking lot entrance. Two stories.</p> <ul style="list-style-type: none"> <li>- <u>Name:</u> Becky</li> </ul> <p>What are the architectural and structural constraints of the existing</p>	
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	<p>building? I would rather renovate and add, not demolish. Address ingress/egress problems onto Soquel Drive. Add outdoor courtyard in back for young kids and social interaction to leave quiet space inside. Landscaping on street side and sidewalk. Interactive history center. Solar panels. More computer stations. Closed quiet room for tutors.</p> <p>- <u>Name:</u> Katherine Genesy</p> <p>Would like to see covered parking with solar panels. Pedestrian for design so that one doesn't have to work in front of incoming traffic. Multiple stories makes better use of land available.</p> <p>- <u>Name:</u> Debra Dawson</p> <p>Hoping to see small scale to the rooms, rather than a very long, open space. I guess I am hoping to preserve a warm, homelike ambience, which promotes quiet, as well as human/social interaction.</p> <p>Based on the above comments, the following elements were identified.</p> <p>Additional Program Space  Financial Sustainability not only in construction but also in operation.  Opportunities for income.  Sustainable building features especially daylighting  Acoustics appropriate for program spaces  Aesthetically pleasing facility – Contemporary construction reflective of the Aptos community  View/Sightline in relationship to the natural elements; ocean  Incorporating art  Connection to nature/outdoor learning environment  Local engagement in design and construction  Pedestrian Safety  Facility of everyone; inclusion/diversity</p> <p>Dong stated that the Criteria team will work with the comments to reflect the requirement in the criteria document.</p>	
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Distribution: Attendees

These notes are intended to summarize discussions that took place at the meeting. Should you find discrepancies or request clarification, please contact Dong Kim for modifications to the Meeting Minutes as appropriate.