

**Minutes of the Special Meeting  
of the Board of Library Trustees**  
Mission Library Community Room, April 18, 2016, 6:30p.m.



TRUSTEES PRESENT: Betsy Megas, Ashish Mangla, Barbara Vance, Peter Yoon

EXCUSED ABSENCE: None

STAFF PRESENT: Hilary Keith, City Librarian  
Paul Sims, Assistant City Librarian  
Hillary Brookshire, Senior Library Assistant-Administration

MEMBERS OF THE PUBLIC: Chris Noll, Noll & Tam Architects  
Trina Goodwin, Noll & Tam Architects  
Mati Teiblum, Noll & Tam Architects

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MATTERS FOR COUNCIL ACTION:  
None

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**I. CALL TO ORDER**

Chair Megas called the meeting to order at 6:35 p.m.

**II. PUBLIC PRESENTATIONS**

Delayed to after the presentation by Noll & Tam Architects

**III. NEW BUSINESS**

**A. Mission Library Renovation: Presentation by Noll & Tam Architects**

City Librarian Hilary Keith began the meeting by requesting that individuals keep to the time limit of 2 minutes of speaking time per individual, and groups were encouraged to appoint a spokesperson. She introduced representatives of Noll & Tam Architects, Chris Noll, Principal; Trina Goodwin, and Mati Teiblum, project manager.

- Noll & Tam Architects specialize in design, construction and renovation of libraries.
- Mission Library has a timeless quality with “good bones” and needs updating but not much change. Their team of engineers looked at the building and recommended renovation, upgrading, and remodeling of current space.
- They want to transform old to new and presented “before” and “after” drawings of Mission Library areas. The renovation will include:
  - Improved curb appeal
  - Updated interior aesthetics
  - Incorporate up-to-date technology
  - Bringing building up to LEED Silver Standard

<b><u>MUST DO</u></b>	<b><u>SHOULD DO</u></b>	<b><u>CAN DO</u></b>
Accessibility Upgrades Fire Mechanical Sustainability Internal Finish Program Equipment/FF&E	Structural Upgrade Lighting Include Natural Lighting Electrical External Finishes Signage	Site and Park A/V Equipment Expansion/Added Improvements

Mr. Noll reviewed the proposed improvements to areas of the Library:

Floor plan of building: New flooring, lighting and control systems, signage and wayfinding, WIFI, insulation, fire alarm.

Outside: Refresh outside finishes, incorporate historical aspects, lighting around building perimeter (not including the park).

Reading Room: New carpet, new ceiling, new paint throughout, service desk/new furniture, fireplace (gas), skylights to provide plenty of light, refinish shelving, self-service checkout.

Community Room: Install a door to an outside area with a new patio, new flooring and ceiling, glass doors, new audio/visual equipment.

Kitchen: Reduce unused space in kitchen to accommodate increased size and ADA accessibility of restrooms and increased storage space. New restrooms will have an access door to the outside to provide access if after-hours meetings are held in the community room.

Study Rooms: A small addition to northwest corner of the building will provide three (3) new private study rooms.

Staff Room: New floors, walls, ceiling, and new desks.

Staff Restrooms: combined to make one single larger restroom.

Mechanical Systems: New Mechanical room with new electrical panels and upgraded machinery to mitigate exposure to the elements.

Basement: New server cabinet.

Interior: Install wood slat ceilings; Shelving retained and refurbished; Add gas fireplace; Provide new furniture throughout.

Site Plan: Update patio with new paving; improve walls around trees; provide accessible parking; create a new garden seating area outside the community room. Create a children's patio renovating existing patio that incorporates seating. Remove staff parking at rear entrance to improve health of tree.

Mr. Noll introduced Trina Goodwin, who explained that selections for furniture and finishings were not final. She gave an overview of the renovation timeline:

- Q2 2016: Construction Documents
- Q3-Q4 2016: Bid and Award of renovation contract; start of renovation
- Q4 2016 to Q2 2017: Construction and completion of renovation project

**PUBLIC SPEAKERS IN ORDER OF SPEAKER CARDS SUBMITTED:**

**Mr. Kirkpatrick:** Lives close by on Harrison Street. Wanted to know if Mission Library will be closed during the renovation. He had been surprised to hear that it would be closed. Mr. Noll stated that yes, it would be closed. Mr. Kirkpatrick stated that Mission Library needs longer hours, and attendees applauded. He said the Library should spend more money on staff to keep the Library open and do the minimum in renovations to provide more money for staff. He said he wanted to see Mission Library have more hours, plus be open on Saturdays. During the closure, Mission Library patrons are welcome to visit Central Library and the Northside Branch Library.

An audience member asked if a mobile unit would be available. The City Librarian stated that the Library had recently been given money for a bookmobile, but it was not in the current budget. It might not be in place in time.

**Traci Levasseur:** Asked if the study carrels were staying, and would there be an equal number still at Mission as before the closure. Or would they be eliminated? The new meeting room shows a table with 6 chairs – can there be 8 chairs? Can it be reserved? The City Librarian stated that READ Santa Clara would have priority in reserving the rooms. Ms. Levasseur asked about the adult learner collection – will it have the same shelf space? The City Librarian stated that it would have the same shelf space. Ms. Levasseur asked if READ Santa Clara would be able to meet in the Mission community room, and the City Librarian said yes.

**Phil Kleinheinz:** Mr. Kleinheinz stated that he has spent many years living and working in the City of Santa Clara, including as Santa Clara Fire Chief. He is worried about the changes that may be taking place in the adult literacy program as this program is more special than those in other cities. We're world class, but with small town charm. Through the literacy program, we are caring for a vulnerable part of our community. He is worried if the program isn't brought back to its current location, many participants who would come to this intimate setting would be intimidated by having to go to a larger, more public library. City Librarian responded that the goal was to grow READ Santa Clara and ensure that no learner is overlooked.

**Anthony Breitbart:** Mr. Breitbart stated that he frequently visits Mission Library and reads in the children's area. He said the acoustics are very bad around the main desk area and he can hear every word staff and patrons are saying even though they are speaking softly. He wonders if the desk should remain in the same location and asked that the architects look more closely at that area. There is a lot of chit chat and noise that should be mitigated.

**Happy Cohen:** Mr. Cohen stated that the building was built around 1950 before the Internet. Why not make the building Internet savvy. He also encouraged Library staff and the architects to "plan for the future, but don't dwell in the past."

**Hilda Lopez:** Ms. Lopez said she lives and works in Santa Clara and uses the library, both as a Library employee and a patron. She noted that the architectural drawings don't show "computer banks" and they need computers. She noted that the acoustics are indeed not good and are especially noticeable when a group of teens is in the library. Can the architect create a closed space for the teens? Could the patio area have a children's playground? She would like to see the facades of the building combine modern and old styles.

**Rejoice Ross:** Ms. Ross said she was concerned about all the glass that would be used as doors for the study rooms. It would eliminate the private and intimate settings for the learners who, she said, "would want it to be a secret until they could learn to read".

**Anna Koster:** Ms. Koster asked for an accounting of open and closed tutor/learner spaces now and after the renovation. She is concerned that tutor/learner spaces will be used by others and therefore will not be available to the tutor/learner pairs.

**Jean Ferrell:** Ms. Ferrell asked, "What are the basic ingredients to use this space in the best way possible for Read Santa Clara? There are certain things we need, and the program will fail if they are not provided."

**Melonie Wilson:** Ms. Wilson is a part of the Read Santa Clara program. She wanted to know which room is dedicated for Read Santa Clara on the drawings. How big is the room? Mr. Noll replied that the group room would be the same as now, approximately 200 s.f. Ms. Wilson asked where their materials would be stored. Mr. Noll replied, they would be stored in two rooms or other places than their room. Ms. Wilson said that they would have to figure out how to fit into two rooms, they would need help sorting out how to do it in a smaller space. Ms. Wilson asked if there would be another meeting for input? The City Librarian said yes.

**Falguni Amin:** Ms. Amin said that patrons, the City Librarian and staff must do the best they can with the funds available for the renovation. Some items could be addressed later on. Do we need a second public meeting? Before or after the process? The audience replied: Before. Ms. Amin stated that a second public meeting will provide more opportunities for input. Ms. Wilson asked if the Mission Library really needed an employee break room as shown on the drawings? Couldn't that space be used for Read Santa Clara? Why do we need these other rooms and Read Santa Clara cannot use all the space? Ms. Lopez said that the Library needed the break room for staff and that it really wasn't big enough to provide much additional space to Read Santa Clara. Another audience member asked about the priority for the study rooms, and the City Librarian said Read Santa Clara would have priority in booking the rooms, but would be flexible for other users. Another audience member stated that Read Santa Clara received no priority at Northside Library, and they were not allowed to use the larger room as an alternative when they only had two people. The City Librarian noted that that is not the policy and that it is in the policy that Read Santa Clara could use the rooms at all branches, that no one would be turned away. The City Librarian noted that she would clarify the policy with the Northside Library staff.

**Trustee Megaz:** Would it be necessary to have darker glass in the community room windows? Mr. Noll replied the need to darken windows is less necessary with modern equipment.

**Karen Masada** , Library employee, asked about the use of partitions in the community room. Mr. Noll replied that the room is not conducive to using partitions because of the ceiling ducts, sloping ceilings, and windows, plus the need for storage for the partitions. Ms. Masada asked if the study rooms could be flexible and seat 2-4 people but still be modified to accommodate 4-8 people. Mr.

Noll stated that a choice would have to be made between flexibility and privacy; flexible walls are not private. The size of the three study rooms was discussed, and they were determined to be acceptable for 4 people. An audience member asked if there could be 6 study rooms instead of 3, and Mr. Noll said all the rooms must be accessible and could not be made any smaller – they can't be phone booths. Another audience member asked if part of the kitchen area could be used to increase the study rooms from 3 to 6, but Mr. Noll replied that part of the kitchen was being used to make the restrooms ADA compliant. Question: Could the restrooms open in the public area rather than the adult area? Mr. Noll replied that the plumbing can't move – it would be too expensive. Question: Will the restroom always open to the outside? Mr. Noll replied that there would be a small patio area outside that door and would be a quiet place for tutor/learner pairs outside. Hilda Lopez asked if there would be tables and chairs in front? Answer: Yes. Question: Hilda Lopez asked if the Magnolia tree would be spared. Answer: Yes.

**Judy Nadler:** Ms. Nadler noted that she had submitted a letter to the Board of Library Trustees prior to speaking. She read the letter to the group and asked that it be attached to the minutes. As a former Board Trustee, Councilperson, and Mayor, Ms. Nadler is proud to be part of the Library in the community. She has a special affection for Read Santa Clara because it has changed so many lives. The tutors give a priceless gift – the ability to read. She hopes that management will carefully consider the importance of housing Read Santa Clara administration here at Mission Library. For those seeking help, it can be an intimidating experience to ask for help, but Mission Library is the perfect place to provide that help.

There being no further speakers or comments from the audience, Chair Megas summarized the meeting by concluding that City staff, the architect, and patrons would like more time to digest what was said tonight before plans for the Mission renovation are made final. The City Librarian stated that there was no date set yet for another meeting, that it would probably not be a formal Board meeting. Tutor/Learners will be notified of the next meeting through Read Santa Clara. The plans are currently available online for review.

**Trustee Mangla:** Expressed a need for designated Teen space and advocated for improved programming, collections, computer access for Teens.

**XI. CALENDAR**

A.

**XII. ADJOURNMENT**

There being no further business, a motion was made by Chair Megas to adjourn tonight's Board of Library Trustees meeting at 8:00p.m. with a second from Trustee Mangla. The motion passed with a unanimous vote.

Respectfully submitted,

*Kathleen Watanabe*  
for Kathleen Watanabe  
Secretary to the Board of Library Trustees

# Judy Shasky Nadler

April 18, 2016

To: Members of the City of Santa Clara Board of Library Trustees

Re: Remodeling plans for the Mission Library

Dear Trustees,

I address you as a former trustee, councilmember, and mayor, but most importantly as a Santa Clara resident and library patron. I am proud to have been a part of the major library projects in Santa Clara – from the establishment of the Reading Center, to the construction of the Central Park Library, and the commitment to build the Northside Library.

It was with great joy that we recently celebrated the 60<sup>th</sup> birthday of the Mission Branch. Centrally located in the Old Quad, it has served generations of children and adults, including the seniors at Liberty Towers, providing an inviting and friendly environment.

While the Mission Library continues to be a resource for the broader community, it has also become a special location for Read Santa Clara. This program, serving a variety of learners, has changed so many lives, as tutors volunteer to give a priceless gift – the ability to read.

Renovating the Mission Library is an exciting project, worthy of public input about both the design elements as well as the allocation of space for the literacy program. It is my sincere hope that you will carefully consider the safe and welcoming atmosphere of Mission and continue housing the administration of the literacy program there. As we heard from the new learners at the “In Our Own Words” book launch, seeking help can be very intimidating. With the right plan, we can maintain the momentum and key focus at Mission, while expanding the Read Santa Clara program to reach even more learners at Central Park and Northside.

Sincerely,

  
Judy Nadler