



PUBLIC WORKS DEPARTMENT

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**LIBRARY PROGRAM ROOM
EXPANSION Coordination Meeting
Cupertino Library, Think Tank Room**

May 16, 2019, 5:00 PM

MINUTES

Meeting called to order at 5:10 pm

1. Introductions of Meeting Attendees

Benaifer Dastoor, Cupertino Library Foundation/Fremont Union High School District Foundation

Nancy Howe, Santa Clara County Library District Librarian

Gopal Kumarappan, Cupertino Library Foundation

Roger Lee, Acting Public Works Director, City of Cupertino

Darcy Paul, City of Cupertino Councilmember

Henry Sang, Jr., Cupertino Library Foundation

Janet Trankle, Cupertino Library Foundation Treasurer

Clare Varesio, Community Librarian

Kiran Varshneya, Cupertino Library Foundation

Amanda Wo, Library Commissioner

Michael Zimmermann, CIP Manager, City of Cupertino

Lisa Maletis-Massey, Administrative Assistant, City of Cupertino Public Works

2. Overview

a. Review of Previous Expansion Alternatives

i. Preferred alternative – Perched

Roger discussed that several library expansion options had been developed in 2015. These options – and potentially others, should be considered so that there is a clear preference for what the recommended expansion should be now. A single hardcopy of previous library expansion information was provided at the

meeting. A dropbox with a link containing all available information will be provided to attendees.

b. Work anticipated for FY19/20

i. Council authorization

Public Works staff has the expansion project divided into two separate projects - one for parking and the other for the expansion of the library. Darcy indicated that Council has set aside \$5M for the library expansion project.

ii. Updated Parking Analysis

Roger stated the expansion of the Library will require the addition of parking per building code and that there is a parking deficiency at the Civic Center in general. To resolve these issues, a parking analysis is needed to determine the total need. Nancy stated that library is currently using Community Hall and that with the addition of a library expansion it will transfer the use from Community Hall to the expanded library. Consequently, the library should not be affected by parking. Roger stated that the parking analysis will identify the needs however they are and Council, as the decision makers, can decide how to allocate costs.

iii. Parking Lot Project (Project 1)

There was discussion about present parking conditions and ideas to address parking during construction. There were options discussed to modify existing parking, potentially utilize nearby townhome complex lots or add angled parking along Pacifica Drive and/or Torre Avenue. Other options included using the library field for extra parking or utilizing Transportation Demand Management, e.g. community shuttles. More in depth analysis will be completed and Public Works will reach out to nearby property owners to determine opportunities to utilize existing parking.

iv. Architectural Design RFQ Process (Project 2)

Item partially discussed. There was a discussion regarding having an architect complete a conceptual design as an early scope of work. This would allow the project to be better defined for the solicitation of donors. This item will be discussed in more detail on June 6, 2019.

v. Value engineering

Item not discussed. Will be discussed on June 6, 2019. Currently \$1.5M is estimated for parking and \$8.5M is estimated for library expansion (based on perched option)

3. Roles and Responsibilities

There was discussion about the role and mission of the group. Darcy recommended, and people agreed, to call it a working group with a Mission Statement: A group of different stakeholders meeting on a regular basis to optimize the design and delivery of the library program expansion. The goal is to provide a 130 seat room that meets the needs of library stakeholders with consideration of room functionality, equipment needs, access, service, community trends, parking and cost.

The group plans to meet Thursdays twice a month where requirements, design, etc will be defined and reported back to Council. Henry highlighted that public relations will be important to communicate to residents and other stakeholders. Fundraising may be required. A drop box will be utilized to provide communication within the group.

4. Community Engagement Process

There was discussion about keeping the community informed during the process. More discussion to occur on June 6, 2019.

5. City Council Engagement Process

Roger stated that the Council is the decision-maker for these two projects. There are established times when staff recommends direction from the Council. It was recommended that this group consider additional opportunities to engage Council. Darcy recommended using the Items of Interest memo.

6. Proposed Milestones / Schedules

Item not discussed directly. There were comments that the library expansion would be completed in June 2022. There is interest in completing as soon as possible.

7. Other / Next Steps

a. Next Meeting will be June 6 and will continue with the 1st and 3rd Thursdays of each month.

b. Public Works will determine the number of parking spots created by reducing the width of existing parking spots.

c. Staff will reach out to Perkins & Will for the most recent documentation that was provided at the most recent Council meeting. Clare will keep a copy at the library as a reference.

d. Staff will explore with private property owners the possibility of utilizing surrounding lots, shuttle system with Cupertino Unified School District, specifically Eaton Elementary School.

Future Agenda topics:

1. What do members want from the program room?
 - a. Room functionality, equipment needs, access, service, community needs, trends

Meeting Ended 6:28 pm

DRAFT