



**SAN RAFAEL**  
THE CITY WITH A MISSION

**PICKLEWEED ADVISORY COMMITTEE  
AGENDA**

**Wednesday, September 11, 2024  
7:00 P.M.**

**Attend and Participate in Person at Albert J. Boro Community Center, Meeting Room 3  
50 Canal Street, San Rafael, CA 94901**

**-OR -**

**Watch on Zoom Webinar: <https://tinyurl.com/PWAC-9-11-2024>**

**Telephone: (669)900-9128**

**Meeting ID: 933 3089 5431**

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**CALL TO ORDER**

**MINUTES**

1. Approve regular meeting minutes of August 7, 2024

**MEETING OPEN TO THE PUBLIC**

2. Public Comment from the in-person audience regarding items not listed on the agenda. *Speakers are encouraged to limit comments to 2 minutes.*

**MATTERS BEFORE THE COMMITTEE**

If necessary to assure completion of the following items, the Chairperson may establish time limits for the presentations by individual speakers.

3. Presentation:
  - A. Pickleweed Library Renovation

**COMMITTEE REPORTS AND COMMENTS**

4. Other brief reports on any meetings or community events attended by the Committee members.

**STAFF COMMENTS**

5. Updates and Events of Interest

**NEXT MEETING: October 2, 2024 (In Person- Albert J. Boro Community Center)**

**ADJOURNMENT**

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**Notice**

Any records relating to an agenda item, received by a majority or more of the Committee less than 72 hours before the meeting, shall be available for inspection online and in the Albert J. Boro Community Center placed with other agenda-related materials on the table in front of the [location prior to the meeting. Sign Language interpreters may be requested by calling (415) 485-3066 (voice), emailing [city.clerk@cityofsanrafael.org](mailto:city.clerk@cityofsanrafael.org) or using the California Telecommunications Relay Service by dialing "711", at least 72 hours in advance of the meeting. Copies of documents are available in accessible formats upon request. To request Spanish language interpretation, please submit an online form at <https://www.cityofsanrafael.org/request-for-interpretation/>. To allow individuals with environmental illness or multiple chemical sensitivity to attend the meeting/hearing, individuals are requested to refrain from wearing scented products.

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**SAN RAFAEL**  
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## **PICKLEWEED ADVISORY COMMITTEE AGENDA**

**Miercoles, Septiembre 11, 2024  
7:00 P.M.**

**Reunion Hibrida:**

**Asista en persona en el Centro Comunitario Albert J. Boro, Salón de reunión 3  
50 Canal Street**

**-OR -**

**Ve a en Zoom: <https://tinyurl.com/PWAC-9-11-2024>**

**Telefono: (669)900-9128**

**ID de reunion: 933 3089 5431**

### **Llamar a Orden**

### **MINUTOS**

1. Aprobar los minutos de la reunión ordinaria de Agosto 7, 2024

### **REUNIÓN ABIERTA AL PÚBLICO**

2. Comentarios públicos de la audiencia en persona sobre temas que no figuran en la agenda..  
*Los comentarios no pueden durar más de 2 minutos*

### **ASUNTOS ANTE EL COMITÉ**

Si es necesario para asegurar la finalización de los siguientes puntos, el presidente puede establecer límites de tiempo para las presentaciones de los oradores individuales.

3. . Presentacion

#### **A. Renovacion de Biblioteca Pickleweed**

### **INFORMES Y COMENTARIOS DEL COMITÉ**

4. Otros informes breves sobre las reuniones o eventos comunitarios a los que asistan los miembros del Comité.

### **COMENTARIOS DEL PERSONAL**

5. Actualizaciones y eventos de interés

**PRÓXIMA REUNIÓN ORDINARIA: Octubre 2, 2024 (En Persona- Centro Comunitario Albert J Boro)**

### **APLAZAMIENTO**

#### **Noticia**

*Cualquier registro relacionado con un tema de la agenda, recibido por una mayoría o más del Comité menos de 72 horas antes de la reunión, estará disponible para su inspección en línea y en el Centro Comunitario Albert J. Boro colocado con otros materiales relacionados con la agenda sobre la mesa. frente al [lugar antes de la reunión. Se pueden solicitar intérpretes de lenguaje de señas llamando al (415) 485-3066 (voz), enviando un correo electrónico a [city.clerk@cityofsanrafael.org](mailto:city.clerk@cityofsanrafael.org) o utilizando el Servicio de retransmisión de telecomunicaciones de California marcando "711", al menos 72 horas antes de la reunión. Las copias de los documentos están disponibles en formatos accesibles a pedido. Para solicitar interpretación en español, envíe un formulario en línea en <https://www.cityofsanrafael.org/request-for-interpretation/>. Para permitir que las personas con enfermedades ambientales o sensibilidad química múltiple asistan a la reunión/audiencia, se solicita a las personas que se abstengan de usar productos perfumados.*



Watch on Zoom: <https://tinyurl.com/PWAC-8-7-2023>

Telephone: (669) 900-9128

Meeting ID: 933 3089 5431

**CALL TO ORDER**

Chair Mason called the meeting to order at 7:12 p.m.

**ROLL CALL**

**Present:** Chair Mason  
Member Ruiz  
Member Sprague  
Member Tanchez  
Member Vasquez (arrived 7:12)  
Member Yost

**Absent:** Member Hau-Gutierrez, Member Nguyen, Member Palacios, Park & Recreation Representative Andre Pasternak

**Also Present:** Becky Ordin, Senior Administrative Assistant

**AGENDA AMENDMENTS**

None.

**MINUTES**

**1. Approve regular meeting minutes of August 7, 2024**

Member Sprague moved and Member Tanchez seconded, to approve the meetings minutes of August 7, 2024.

**AYES:** Members: Ruiz, Sprague, Tanchez, Vasquez, Yost

**NOES:** Members: None

**ABSENT:** Members: Nguyen, Palacios

**ABSTAINED:** Members: None

*Minutes approved as submitted.*

## **MEETING OPEN TO THE PUBLIC**

### **2. Public Comment from the audience regarding items not listed on the agenda**

None.

## **MATTERS BEFORE THE COMMITTEE**

If necessary, to assure completion of the following items, the Chairperson may establish time limits for the presentations by individual speakers.

### **3. Co-Sponsorship Application Committee Recommendations**

#### **A. Raices Del Canal: 2024-2025 Afterschool Program**

Mr. Mason gave an overview of the Co-Sponsorship application request for the Raices Del Canal: 2024-2025 Afterschool Program fee reduction or waiver.

Staff responded to questions from the members.

Public comments: None

Member Yost moved and Member Sprague seconded, to approve a full fee waiver for the Raices Del Canal: 2024-2025 Afterschool Program.

AYES: Members: Ruiz, Sprague, T Sanchez, Vasquez, Yost

NOES: Members: None

ABSENT: Members: Nguyen, Palacios

ABSTAINED: Members: None

## **COMMITTEE REPORTS AND COMMENTS**

### **4. Other brief reports on any meetings, conferences, and/or seminars attended by the Commission members.**

Member Ruiz attended the Police Committee meeting. They are working with the community for aid with family domestic issues.

Member Sprague was happy to see the parking T's and L's painted and also the new garbage cans.

Member Yost reported there was a successful workday at the Canal Community Garden.

## **STAFF COMMENTS**

### **5. Updates and Events of Interest:**

Chair Mason provided the following updates:

Canal Mini Soccer League had 95 participants

Two sessions of Dance Music Theater, Arts & Fitness Summer Camp has a combined enrollment of 57

Junior Giants Baseball/Softball, led by Program Coordinator Stephen Rogers, had 145 enrolled ages 5-17 year olds.

San Rafael Basketball Academy Camp, taught by Program Coordinator Stephen Rogers, had 23 participants ages 5 to 15 year olds enrolled July 8 – 12.

San Rafael Police Department held a Touch-A-Truck event in the Center's parking lot and park on Saturday, July 27. They even landed a Coast Guard helicopter on the soccer fields.

Movie in the Park will be on Friday, August 23rd. Community outreach from 6 – 7:30 pm. Canal Karate demonstration starting at 7:30 pm and then Kung Fu Panda 4 at sunset on the big screen.

Dia de los Muertos this year will have the downtown car procession on Saturday, October 19th and the main event at the Albert J. Boro Community Center on Saturday, November 2nd.

Office Assistant II, Denise Vazquez, along with a representative from the Pickleweed Library, participated in the Canal Community Fair on Saturday, July 13th, promoting programs and services.

Program Coordinator Stephen Rogers is coordinating an all-City employee kickball tournament later this month as a lunchtime activity for staff.

Daniel Avalos has been hired, and started, as the Department's new Assistant Director overseeing the Library Division.

Teen and Art Room window replacement has begun. The hope is for the repairs to be completed by the end of August so that the mural painting can begin.

A special Pickleweed Advisory Committee meeting will be scheduled on Wednesday, September 11<sup>th</sup> in order for the Pickleweed Advisory Committee to receive an update on the design for the Pickleweed Library renovation. Unfortunately, the plans were not ready for the August meeting, and waiting until our October date would potentially delay the project timeline.

Pickleweed Enhancement Project is reportedly still on track to begin in September. Staff plans to give an update to the community at the Community Outreach event prior to Movie in the Park.

Mason confirmed that those in attendance received an email from City Clerk Lindsay Laura sent on July 23rd regarding Committee stipends.

Although not in attendance at the meeting, Mason acknowledged that Miguel Hau-Gutierrez is heading off to college and will no longer be a resident of San Rafael. On behalf of the Committee, Mason wished Hau-Gutierrez the best of luck and thank him for his 2 ½ years of service on the Pickleweed Advisory Committee and encourage him to apply for the Committee again assuming he settles back here after college.

The next meeting will be Wednesday, September 11, 2024.

**ADJOURNMENT**

Chair Mason adjourned the meeting at 7:32 p.m.

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BECKY ORDIN, Senior Administrative Assistant

APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2024

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Catherine Quffa, Library & Recreation Director



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**September 11, 2024  
Item 3.A.**

**TITLE: PICKLEWEED BRANCH LIBRARY RENOVATION PROJECT**

**RECOMMENDATION:**

That the Pickleweed Advisory Committee receive the report and provide comment.

**BACKGROUND:**

The San Rafael Public Library currently has three physical locations. The original downtown library opened on January 9, 1909. The Pickleweed Library branch opened as part of the Albert J. Boro Community Center in July of 2006. A third location at the Northgate Mall was added on December 8, 2018.

Pickleweed Branch Library is 2,000 square feet, co-located with the Albert J. Boro Community Center and within Pickleweed Community Park. The facility is heavily utilized and is an important resource for a predominantly Spanish-speaking community. Under the Library and Recreation Department, the broader facility is an example of joint and collaborative use between the City's Library and Recreation Divisions.

The community's demand and practical need for more spacious, modern library facilities to serve the residents of San Rafael has been affirmed through numerous needs assessments, studies, and facility analyses. The [2019 Library Facilities Planning Study](#) identified the expansion of the current Pickleweed Branch Library as one opportunity for increasing library space for the community.

In 2022, the City secured a \$1,000,000 Building Forward Grant from the State Library Foundation to redesign and renovate the Pickleweed Library with the goal of increasing public space, improving accessibility and inclusivity, and improving means of egress. The Building Forward Grant requires a 100% project match, for which the City has allocated memorial funds that were donated to the City for the purpose of improved library facilities and services that are accessible to all.

In February 2024, the City issued an RFP for architectural, engineering, and interior design services for the renovation project. In April 2024, City Council approved an agreement with Jayson Architecture P.C. as the lead architect on the project.

**DISCUSSION:**

Since April, staff and Jayson Architecture have held bi-weekly meetings to discuss layout and design options for the Pickleweed Branch Library. Based on these

discussions, the project team has developed a proposed schematic design, which is included as Attachment 1. The current library branch floor plan is included as Attachment 2.

The proposed design strives to maximize the limited space and to create a more cohesive library space. The key features of the design include:

- Better integrating and utilizing the current computer lab as library space and designating it as a children's room.
- Re-locating the police substation to create an improved entryway into the library.
- Re-designing the restrooms from the current over-sized, single gender restrooms into two smaller, single-stall, gender neutral facilities.
- Re-locating the staff office to be more accessible and functional.
- Replacing the back wall with windows and adding an additional door, creating more flow between the indoor and outdoor space, and improving means of egress.

The proposed design also includes new shelving, furniture, and design elements throughout the library.

Staff shared the design with the Library Board of Trustees, who inquired about the quantity of public computers; highlighted the improved use of space; and suggested increasing the quantity of reading chairs in the collections/reading room. The design was also shared with the Pickleweed community at the Movies in the Park event on August 23<sup>rd</sup>, at Pickleweed Park. The community provided feedback on color options for the wall and carpet in the Children's Room and made suggestions on seating options for open spaces.

The City is aiming to start construction on the Pickleweed Branch renovation project in the Summer 2025, after the Downtown Library renovation project and [the Pickleweed Park Enhancement project](#) are completed.

Submitted by:

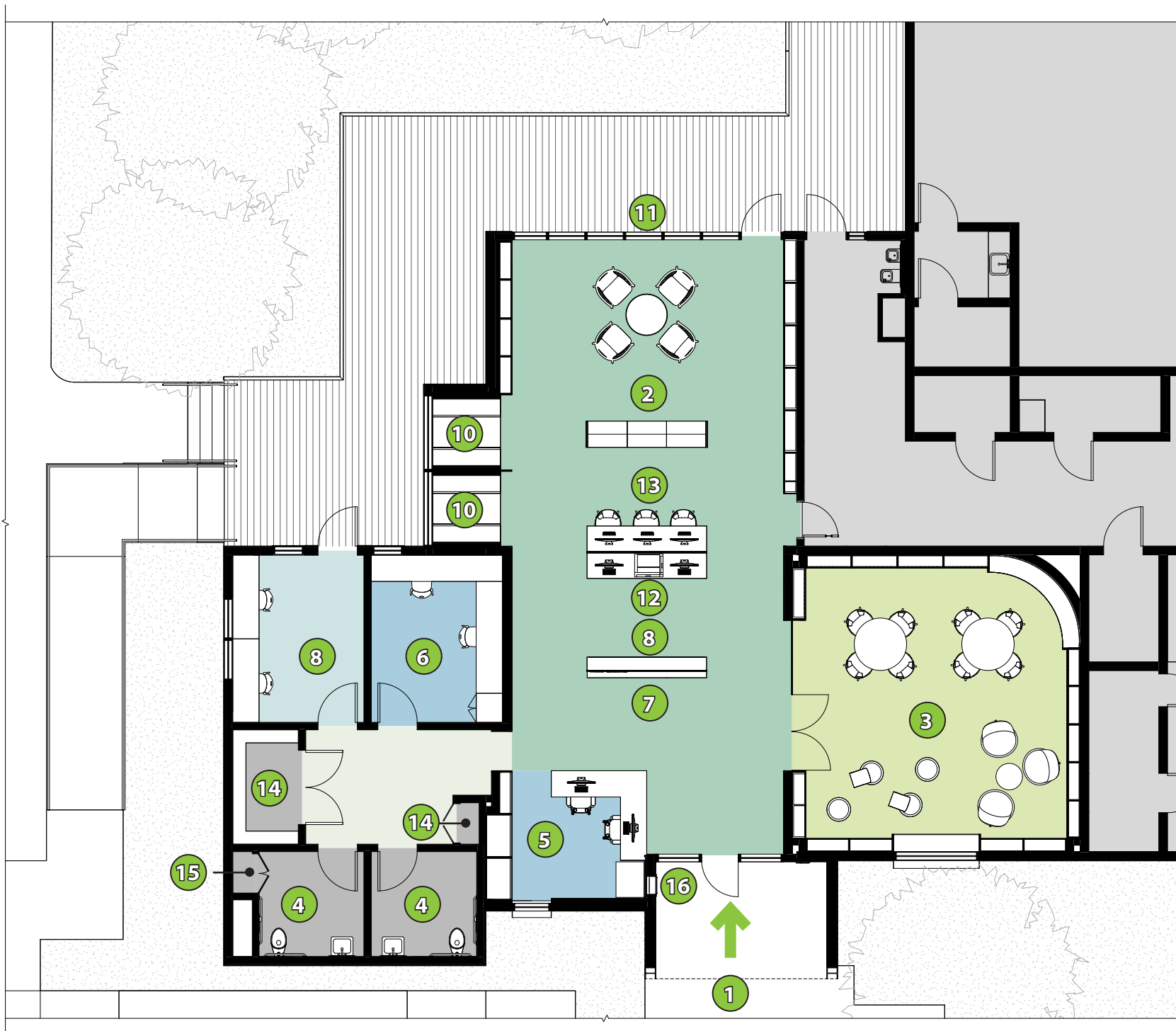


Catherine Quffa  
Library & Recreation Director

Attachments:

1. Pickleweed Branch Library Proposed Design
2. Pickleweed Branch Library Current Floorplan



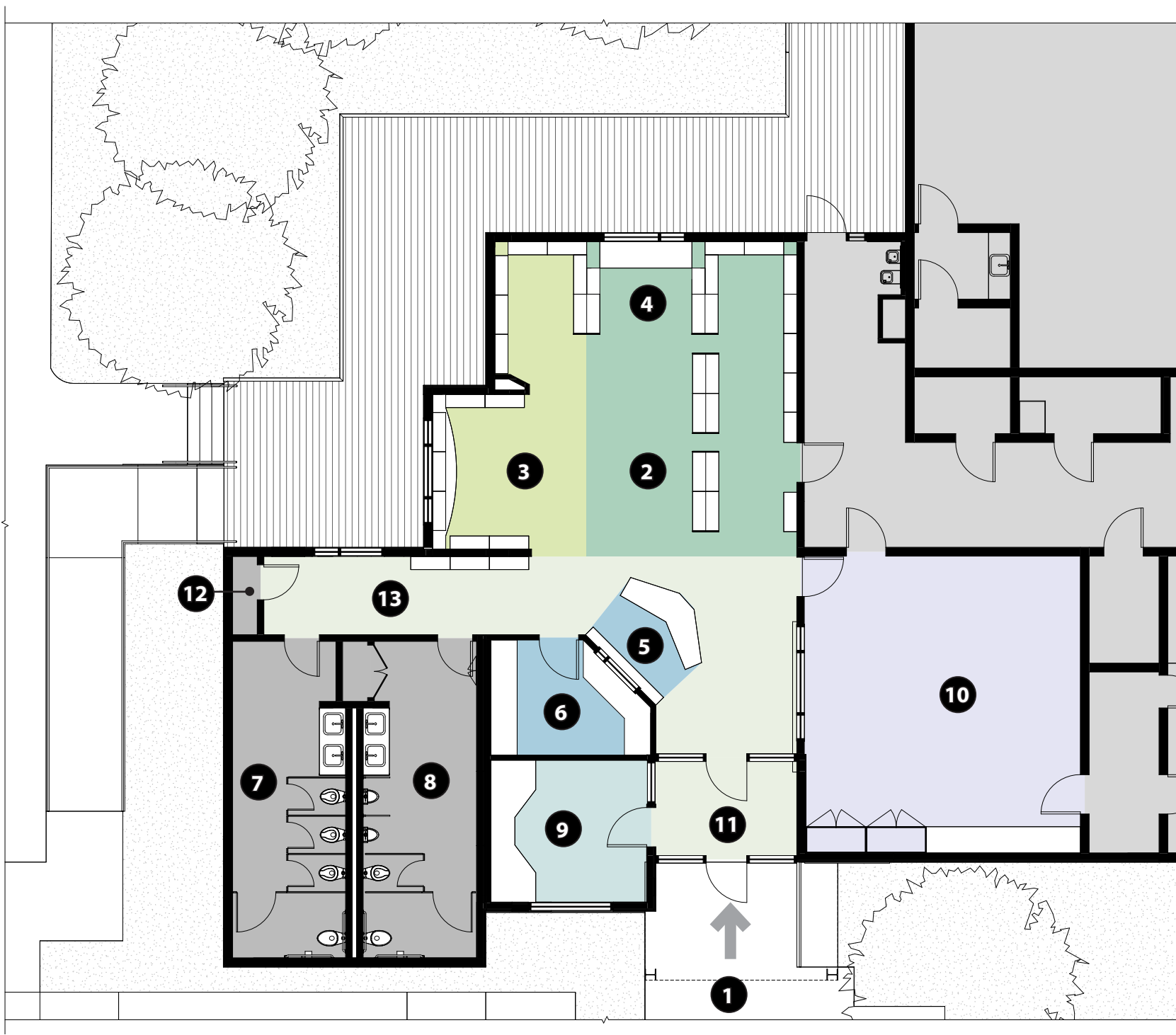


**LEGEND**

- COLLECTIONS / READING ROOM
- KIDS
- STAFF
- CIRCULATION
- COMMUNITY POLICING
- SUPPORT
- NOT IN CONTRACT

**KEYNOTES**

- 1 MAIN ENTRY
- 2 READING ROOM
- 3 CHILDREN'S ROOM
- 4 SINGLE OCCUPANCY RESTROOM
- 5 CIRCULATION DESK
- 6 STAFF OFFICE
- 7 NEW BOOKS
- 8 HOLDS
- 9 PUBLIC SAFETY OFFICE
- 10 STUDY BOOTH
- 11 GLASS WALL
- 12 SELF-CHECK / OPAC / PRINT RELEASE
- 13 PUBLIC COMPUTERS
- 14 STORAGE
- 15 SUPPLY CLOSET
- 16 BOOK RETURN



**LEGEND**

- COLLECTIONS / READING ROOM
- KIDS
- STAFF
- CIRCULATION
- COMMUNITY POLICING
- COMPUTER CENTER
- SUPPORT
- NOT IN CONTRACT

**KEYNOTES**

- 1** MAIN ENTRY
- 2** ADULT'S COLLECTION
- 3** CHILDREN'S COLLECTION
- 4** TEEN'S COLLECTION
- 5** CIRCULATION DESK
- 6** STAFF OFFICE
- 7** WOMEN'S RESTROOM
- 8** MEN'S RESTROOM
- 9** PUBLIC SAFETY OFFICE
- 10** COMPUTER CENTER
- 11** VESTIBULE
- 12** STORAGE
- 13** HALLWAY