



**Central Branch Renovation Committee Minutes
Meeting 2017-03 held Friday, February 24, 2017 – 8:30 AM
Poolside Training Room – Artillery Park**

In attendance:

Library Board: Monica Stewart (Committee Chair), Barbara Aitken, Claudette Richardson

KFPL Staff: Laura Carter (Director, Branch Experience), Patricia Enright (Chief Librarian / Chief Executive Officer; Mary Glenn (Administrative Support), Andrew Morton (Manager, Facilities), Chris Ridgley (Budget Analyst)

City of Kingston: Rob Crothers (Project Manager)

Regrets: Ralph Gatfield, Speros Kanellos (Director, Facility Management and Construction)

Agenda attachments:

- Financial update (including Relocation)
- Updated Risk Management Action Plan
- Updated Quality Control Plan (will be sent out with the minutes)

1. Approval of Agenda

It was moved by B. Aitken and seconded by C. Richardson that the agenda be approved as distributed. Carried

2. Minutes of February 10, 2017

It was moved by B. Aitken and seconded by C. Richardson that the minutes be approved as distributed. Carried

3. Business Arising from the Minutes

3.1. Service Agreement with the City of Kingston FMCS

This was discussed before Action Items (now 3.2).

R. Crothers distributed a draft service agreement for discussion and noted that it is really just a summary of the information already presented and agreed upon in the Project Charter. The real difference is that there had been no discussion of the proposed budget amount.

It was explained that the amount of \$240,000 is the budgeted amount, and anything additional to the \$240,000 (such as an increase in scope) would require library approval. It was also clarified that when one City representative is not able to attend a meeting and someone else attends in his place, this does not result in an additional cost. R. Crothers clarified that the library is charged only for time directly spent on the project.

It was reported that the library is charged by the City on a quarterly basis and that the current total for this line is just over \$100,000 which includes all of 2016 and includes the charge for the moving specialist. Regarding the fact that we are at 42% of the staffing (City Services), budget, R. Crothers reported that by comparison, architects are normally close to 70% of the budget at this point of the project and we seem to be on the right track.

Library staff and board members were pleased to see an agreement. It was stated that services offered by the City, such as the expertise of the moving specialist, have been invaluable and appreciated. However, the Library was not originally made aware of how much it would cost. Although Library staff believe the library received good value, it was asked that in future the Library be given an estimate of what the costs will be, particularly for additional services such as a moving specialist, so the library can make the decision on whether to use the service or do some or all of the work in-house.

It was recognized that project management services will still be required once the project has been completed, to address deficiencies and for during the warranty period of 2 years. This will have a budget implication. If there is a surplus in the \$240,000 the Library will need to carry funds over and if there are no funds left, funds will need to be put aside.

There was discussion regarding the last paragraph 5.1.1 of the minutes of February 10 regarding invoices. R. Crothers suggested that the invoices would still be managed by the library. This will be addressed at the PMC meeting on Monday.

It was noted that the library has not charged any time to this project and it was suggested that this is something the library may want to consider for future projects so their staff costs related to capital projects can be tracked.

It was agreed to make the following changes made to the agreement:

Under *General Intent* – an additional bullet will be added: The fee budget is not to be exceeded without mutual prior approval for the full extent of the project including the warranty period.

Additional Services will be clarified to indicate that the rates are on a per hour basis.

R. Crothers will make the changes and distribute the revised agreement to the Committee for review and approval at the next meeting. Once this Committee has approved it, it will go to the PMC at their next meeting.

It was noted that there is no timeline in the Project Charter. This will be brought to the attention of the PMC.

P. Enright expressed her appreciation for all the assistance the Library gets from the City.

3.2. Action Items (chart)

L. Carter reported that she and A. Morton met with HDR about some of the furniture and millwork last week. Exterior signage was discussed briefly, however the meeting regarding signage proposed at the last committee meeting has not yet been held. The scheduling of this meeting will be added to the Action Items.

Regarding the IS & T budget, A. Morton reported that he has contacted several companies and has pricing.

Regarding 4.4, MAAC consultation regarding Children's furniture, L. Carter has asked library colleagues who have recently done renovations for suggestions because they will have knowledge of suppliers of furniture that is accessible. Once she has received some suggestions, she will consult with the MAAC.

3.3. Relocation of Operations

There is nothing new to report.

4. Updates

4.1. Communication Plan

The library website has been updated regularly to keep the public posted.

4.2. Project Design

R. Crothers reported that he does not believe there have been any major changes to the design other than a few minor layout locations to address some technology issues. Signage will be discussed at the meeting to be scheduled.

L. Carter reported further regarding the meeting with HDR earlier in the week. She asked for a few small changes to the millwork to address concerns with staff ergonomics. The previous design meets FADS, however L. Carter would like the desk to be adjustable for staff. Some other small changes were made (changes to the millwork for the photocopier and computer stations) and she asked for the architect to come up with something more fun and which would become more of a focal point for the children's nooks along the front.

4.3. Project Schedule

R. Crothers reported that we are on the revised schedule. He also reported that he called all 6 contractors. Two of the pre-qualified contractors asked for an extension to the closing. The other 4 contractors do not require an extension although two said the additional time would be helpful.

The Committee agreed to keep the tender closing (March 1, 3:00 PM). Contractors are to submit a list of sub trades and a breakdown of prices by March 2 at 3:00 PM (24 hours after tender closing). Members from this Committee will meet on March 2 just after 3:00 to review the bids and a report will go forward at the Renovation Committee meeting on the next day March 3.

Once a firm has been selected, the contract will be executed as quickly as possible. There were concerns that the Mayor may not be available over March break when it is likely the contract will be ready for signing. R. Crothers reported that S. Kanellos has raised the issue with the Mayor's office and was told they would do everything possible to help us get this done quickly. Also there are a couple of other options to help get the project moving ahead.

R. Crothers reported that the City legal counsel may be attending the Project Management Committee (PMC) meeting on Monday to address some of the concerns expressed at the last Committee meeting with regards to the tendering process. There was some discussion on whether the Library should consider obtaining legal counsel as well. (Update: legal counsel did not attend the PMC meeting).

4.4. Quality Control Plan

R. Crothers reviewed the few minor changes in the plan. A copy will be distributed with the minutes so the committee can review and comment on it.

4.5. LEED Report

There was nothing new to report.

4.6. Commissioning Report

There was nothing new to report.

5. Closed meeting:

5.1.1. That the committee move In Camera to consider the following items involving the security of the property of the Board: 5.1.1 Project Scope / Project Budget / Project Schedule; 5.1.2 Risk Management Plan)

It was moved by B. Aitken and seconded by C. Richardson that the Committee move In Camera to consider items involving the security of the property of the Board (9:35 AM) Carried

It was moved by C. Richardson and seconded by B. Aitken that the Committee rise from In Camera (10:00 AM). Carried

6. New Business / Other Business:

There was no other business.

7. Adjournment and next meeting date:

The meeting was adjourned at 10:04 AM. The next meeting will be held on Friday, March 3, 2017 at 8:30 AM – Artillery Park – Poolside Training Room.

Appendix A – Action / Follow up items (items in grey to be removed for next minutes)

Action Items	Who	✓	Comments
4.2. Budget - will find out what is included in the signage and wayfinding budget line.	L. Carter		Waiting for response from consultant
4.2 A Morton will confirm the IS&T Budget estimate with Phoneworks.	A. Morton	✓	Completed
Wayfinding – bring a recommendation or strategy	R. Crothers		Will be discussed at the signage meeting to be scheduled
4.4 consult with MAAC regarding the selection of Children’s furniture	L. Carter		Ongoing
3.2 Tendering process — Add to the February 27 PMC meeting agenda — Inform legal counsel and mayor regarding decisions made at PMC and included in Terms of Reference and Charter — Get clarification, particularly with regards to how this might impact future projects. i.e. would this impact a future library roof replacement? - Invoices – check on the process and on who the invoices will be made out to	C. Ridgley S. Kanellos S. Kanellos S. Kanellos	✓ ✓	Will discuss at the PMC meeting Will discuss at PMC meeting
5.1.1 Make sure things are in place ahead of time for the signing of the contract to avoid delays.	S. Kanellos	✓	R. Crothers reported that as much as possible has been done to be prepared.
5.1.1 Check if the section regarding brick work in the Addendum includes work such as pointing.	S. Kanellos	✓	R. Crothers confirmed the work includes re-pointing.
S. Kanellos will schedule a meeting to discuss signage – preferably for right after March break.	S. Kanellos		
Service agreement – distribute revisions before March 3 for discussion on March 3.	R. Crothers		