



**Central Branch Renovation Committee Minutes
Meeting 2017-05 held Friday, April 28, 2017 – 8:30 AM
Artillery Park – Poolside Training Room**

In attendance:

Library Board: Monica Stewart (Committee Chair), Barbara Aitken, Ralph Gatfield

KFPL Staff: Laura Carter (Director, Branch Experience - arrived at 8:50 AM), Patricia Enright (Chief Librarian / Chief Executive Officer), Mary Glenn (Administrative Support), Chris Ridgley (Budget Analyst)

City of Kingston: Speros Kanellos (Director, Facility Management and Construction), Marissa Mascaro (Project Manager, Facilities Management & Construction Services, replacing Steve Murphy)

Regrets: Rob Crothers (Project Manager), Andrew Morton (Manager, Facilities)

Agenda attachments:

- Financial update (including Relocation)

Marissa was introduced and welcomed to the Committee.

1. Approval of Agenda

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

2. Minutes of Meeting 2017-03 held February 27 and 2017-04 held March 6, 2017

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

3. Business Arising from the Minutes

3.1. Action Items (chart)

There was nothing new to report on. The Action Items will be brought forward to the next meeting.

3.2. Service Agreement with the City of Kingston FMCS

An updated agreement with the changes recommended at an earlier meeting was distributed and will be brought to the next meeting for discussion when R. Crothers is in attendance.

3.3. Relocation of Operations

There was nothing new to report on.

4. Updates

4.1. Communication Plan

M. Stewart reported that the library has received correspondence from members of the public because there appears to be no progress on the renovations at the library. It was reported that L. Carter is waiting to hear back from the contractor with some background about the company before she posts an update about the awarding of the contract.

L. Carter was commended for her blog and posts, and particularly for her responses to questions from members of the public. The Committee and board members wanted to ensure she continue to be the lead person for communications. P. Enright reported that staff are asked to direct any inquires to the library website or be directed to contact L. Carter. Any communication with the contractor should go through R. Crothers as Project Manager.

4.2. Project Design

There is nothing new to report on.

4.3. Project Schedule

S. Kanellos reported that we expect to receive a formal project schedule from the contractor on or before May 4 which is when the next construction meeting will be held. This will become the official timeline for the project. L. Carter arrived at this time (8:50 AM).

4.4. Quality Control Plan

There is nothing new to report.

4.5. LEED Report

There is nothing new to report.

4.6. Commissioning Report

There is nothing new to report.

4.7. Budget

C. Ridgley provided an update on the budget. M. Stewart asked whether S. Kanellos had any concerns with the contingency. He suggested that now that construction phase will begin, we need to be focused on controlling the contingency and the spending.

Library members asked what would happen if the project is under budget. P. Enright reported that the library has its own reserve account and expects that the funds would be rolled over into other library projects, which would need to be approved by council.

There is some work that needs to be done (Bishop’s House, retaining wall behind the library) for which there were no funds early in the project. It was hoped that if there are additional funds, as the project is under budget, that some of this work might be done at the same time, as part of the same project. In response to concerns about the quality of products or work, S. Kanellos confirmed that there are standards in the documents that the contractor has to meet.

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 R. Gatfield and seconded by B. Aitken that: The Committee move In Camera to consider items involving the security of the property of the Board (8:55 AM) Carried

It was moved by B. Aitken and seconded by R. Gatfield that the Committee rise from In Camera (9:07 AM). Carried

6. New Business / Other Business:

There was no other business.

7. Adjournment and next meeting date:

It was suggested that after the next meeting, the Committee may consider meeting monthly rather than bi-weekly. The frequency of committee meetings will be added to the next agenda. R. Gatfield moved to adjourn at 9:23 AM. The next meeting will be held on Friday, May 12, 2017 at 8:30 AM – Artillery Park – Poolside Training Room.

Appendix A – Action / Follow up items

Action Items	Who	✓	Comments
Budget - will find out what is included in the signage and wayfinding budget line.	L. Carter		Waiting for response from consultant
A Morton will confirm the IS&T Budget estimate with Phoneworks.	A. Morton		Required for budget confirmation
Wayfinding – bring a recommendation or strategy	R. Crothers		
4.4 consult with MAAC regarding the selection of Children’s furniture	L. Carter		Ongoing

