



**Central Branch Renovation Committee Minutes  
Meeting 2017-06 held Friday, May 12, 2017 – 8:30 AM  
Artillery Park – Poolside Training Room**

In attendance:

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

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: Speros Kanellos (Director, Facility Management and Construction), Marissa Mascaro (Construction Manager)

**1. Approval of Agenda**

It was moved by B. Aitken and seconded by R. Gatfield that the agenda be approved with the addition of 4.2.1 Poem (Public Art) Carried

**2. Minutes of Meeting 2017-05 held April 28, 2017**

It was moved by B. Aitken and seconded by R. Gatfield that the minutes be approved as distributed (with a minor revision). Carried

**3. Business Arising from the Minutes**

**3.1. Action Items (chart)**

The items on the chart are still ongoing.

**3.2. Service Agreement with the City of Kingston FMCS**

A draft service agreement, with a few changes discussed at an earlier meeting, was distributed.

It was moved by R. Gatfield and seconded by B. Aitken that the service agreement be approved.

The Agreement will be signed and included with the next Project Management Committee agenda as an Appendix to the Charter.

### **3.3. Relocation of Operations**

There was nothing new to report on.

## **4. Updates**

### **4.1. Construction Update: Const. Activities - Schedule - Change Orders – Progress Payments**

R. Crothers provided an update and reported that we have been given a draft schedule by the contractor with a March completion date. Committee members were pleased to be getting regular Site Reports from R. Crothers.

Regarding the Bishop's House, the two options to deal with the exterior stone masonry would be to not spend the money and be under budget, or go ahead and get the work done while masonry work is being carried out on site which would add to the scope. We will get prices.

As requested, R. Crothers will make sure the back pathway is kept open by the contractor so that it is accessible for the Housing Corporation's residents.

R. Crothers reported that the space between the wall of the Bishop's House and the library wall was filled with asbestos containing vermiculite when the house was renovated in 1978. Available options are to leave it if it can be contained, or have it removed.

If it is contained, a specific foam sealant would need to be used and the foam would need to be covered with fire rated drywall to encapsulate it. The City's environmental department is in agreement with this option. This option includes a requirement is to ensure maintenance staff and workers are aware it is there. The Library will need to have an Asbestos Management Plan in place. There should not be much occasion for maintenance or trades people to be near that area but if, for example, the windows in that area were replaced that information would need to be included in the tender documents.

A. Morton will prepare an Asbestos Management policy. R. Crothers will check to see what the longevity of the foam sealant would be.

This work will extend the scope of the demolition work and may require a change order. There was consensus by the Committee to proceed with this work as there is no question that the work is required. R. Crothers will check the Charter and check with S. Kanellos regarding change orders.

### **4.2. Project Design**

L. Carter and A. Morton met with HDR in March and asked for a few small changes, mostly to the service desk. They will be meeting with HDR next week when they hope to get the revised design. They will also be participating in a webinar to look at children's area design concepts.

#### **4.3. 4.2.1 Poem (Public Art)**

The City's Cultural Director contacted the Library to discuss the possibility of including an inscription of the Poet Laureate's poem entitled *Limestone* in the Central Branch design as public art.

One of the first things to consider is whether there has been any thought given to community engagement and getting public input. Another thing to consider is whether the expectation would be to open it up to other poets. Although Helen Humphries is the Poet Laureate for the City of Kingston and has been appointed for four years, this is something the committee needs to think through carefully.

Although it is a City owned building the Library lives in the building. The library needs to be involved and community engagement is something that needs to be considered.

L. Carter and P. Enright will contact the City of Kingston to get more information and will report at the next meeting.

There was discussion regarding the other works of art that were taken down and are stored. There will not be the space to hang as much art on the walls after Central Branch re-opens. Some pieces of art were commissioned for the opening in 1978 and the library will likely will want to bring those pieces back.

Art will be included in the discussion about wayfinding, and any decisions that need to be made will come to the committee. This may also have an impact on lighting.

#### **4.4. Project Schedule**

This was discussed earlier in the meeting.

#### **4.5. Quality Control Plan**

R. Crothers reported that FMCS will continue to ensure the contractor meets quality control requirements and specifications.

#### **4.6. LEED Report**

R. Crothers reported that standards are being followed during demolition. The contractor has his own LEED coordinator who has been in touch with our LEED coordinator.

#### **4.7. Commissioning Report**

R. Crothers has been in contact with our commissioning agent, who has asked for the contractor's schedule and a list of shop drawings and will start attending construction meetings in the next 4-6 weeks.

#### **4.8. Communications**

L. Carter distributed a press release which went out earlier this month. The website is updated regularly, and with R. Crothers' permission she would like to post some of the pictures from the Site Reports. Updates are also posted on social media and in the library e-blasts that go out.

P. Enright would like to see us out in the community at events with a display with updated drawings, and also have a display at Wellington branch. L. Carter will ask HDR for updated large scale drawings to post.

R. Crothers distributed a proposal for exterior signage. The "Opening Spring 2018" sign is 4 x 8 feet. If City by-laws will allow two signs, we will have one posted at each end of the building; one by the parking lot and one on the Bishop's House so people see it when they drive by. R. Crothers will check the City by-laws. The library is also having smaller signs done up in-house which can be posted on the hoarding.

#### **5. Closed meeting:**

##### **5.1. 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  
(9:30 AM) Carried

It was moved by B. Aitken and seconded by R. Gatfield that the Committee rise from In Camera (9:50 AM). Carried

#### **6. New Business / Other Business:**

##### **6.1. Revised Construction Meeting Schedule**

This was discussed earlier in the meeting (4.1).

##### **6.2. Meeting Frequency**

The committee will continue to meet bi-weekly for the next while. If there is not much to report on, a meeting can be cancelled preferably with one week's notice.

#### **7. Adjournment and next meeting date:**

The meeting was adjourned at 10:00 AM. The next meeting will be held on Friday, May 26, 2017 (Update: the May 26 meeting was cancelled). The next meeting will be held on Friday, June 9 at 8:30 AM – Artillery Park – Poolside Training Room.

Appendix A – Action / Follow up items

Action Items	Who	✓	Comments
Wayfinding - what is included in the signage and wayfinding budget line.	L. Carter / R. Crothers		Waiting for response from consultant
Confirm the IS&T Budget estimate.	A. Morton		Required for budget confirmation
Consult with MAAC regarding the selection of Children's furniture	L. Carter		Ongoing
Check on the longevity of the foam sealant between BH and library)	R. Crothers		
Back pathway – make sure it's kept open by the contractor so it's wheelchair accessible.	R. Crothers		
Demolition work change in scope (vermiculite) see if a change order is required.	R. Crothers		
Prepare an asbestos management policy.	A. Morton		
Obtain updated large scale drawings from HDR to display.	L. Carter		
Check by-laws to see if we can erect two large signs.	R. Crothers		
Obtain more information from the City regarding the Poem and report at the next meeting.	L. Carter/ P. Enright		