



**Central Branch Renovation Committee Minutes  
Meeting 2017-07 held Friday, June 9, 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), Patricia Enright (Chief Librarian / Chief Executive Officer); Mary Glenn (Administrative Support), Andrew Morton (Manager, Facilities)

City of Kingston: Rob Crothers (Project Manager), Speros Kanellos (Director, Facility Management and Construction)

Regrets: Marissa Mascaro (Construction Manager), Chris Ridgley (Budget Analyst)

**1. Approval of Agenda**

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

**2. Minutes of Meeting 2017-06 held May 12, 2017**

It was moved by R. Gatfield and seconded by B. Aitken that the minutes (including In Camera minutes) be approved as distributed. Carried

**3. Business Arising from the Minutes**

**3.1. Action Items (chart)**

Wayfinding – R. Crothers reported that we are still waiting to hear back from the consultant. He has spoken with L. Carter and will be setting up a meeting this coming week. MAAC will be consulted once we have a sign design.

Confirm the IS&T Budget estimate – this will be brought forward to the next meeting.

Sound system and FADS requirements - A. Morton and R. Crothers will meet to discuss.  
(New action item)

Consult with MAAC regarding the selection of Children's furniture – Children's furniture has not yet been selected. The floor plans have changed a little and will be discussed later in the meeting. L. Carter reported that furniture for children which is accessible does not seem to be available. We will incorporate accessible elements and are looking at furniture that is more suitable for accessibility.

Life expectancy of foam sealant – R. Crothers reported that there are no issues with the life expectancy of the sealant.

Back pathway – R. Crothers reported that the back path is being kept open as much as possible.

Demolition work change in scope (vermiculite) see if a change order is required. There has been no action in that area because the contractor is focusing on other areas. This will be brought to the next meeting.

Prepare an asbestos management policy - S. Kanellos and R. Crothers will get a copy of the City's policy to A. Morton to use as a template for the Library's policy.

Obtain updated large scale drawings from HDR to display - R. Crothers will ask HDR for a copy of the most recent plans which are working plans. The gridlines will be removed and it will be printed on large scale paper for posting at Wellington Branch.

Check by-laws to see if we can erect two large signs – R. Crothers reported that we can post two signs. Because the signs are temporary, as long as they are removed 6 months after completion of construction we do not need to pay a fee.

Obtain more information from the City regarding the Poem – L. Carter has met with City staff to discuss this and there are a few options.

One of the options would be to have short-story dispenser (small kiosk) which would print out a short story or poem from one minute to five minutes long to read. The dispenser could also be used in the future for other poets or other purposes. P. Enright will check to see if the dispenser is accessible.

There will be continuing discussion with the Poet Laureate(s) and City staff, and the item will be kept on the action list.

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

The Agreement has gone to the Project Management Committee (PMC) and is ready to be signed. Once signed, the agreement will be attached to the Charter.

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

R. Crothers reported that we were originally told that we did not require a building permit for the work carried out at Wellington Street. However, the building inspector has confirmed that a building permit is required. There will be a small cost associated with that.

## **4. Updates**

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

R. Crothers reported that the contractor's LEED consultant was at the last site visit. Photographs and weekly reports are required to be submitted for LEED certification.

Every Friday, the contractor provides a work forecast of the noise and dust to be expected with the work in the upcoming week or two. This information is passed on to neighbours who have had concerns. They have commented on how helpful it has been.

The contractor has started work on the duct work. We will ensure there is easy access to the heat pumps and equipment for future maintenance and the contractor will be asked to do a mock-up on site.

Regarding the concrete slab, R. Crothers has asked for clarification on the composition to make sure there are no concerns in the future although he does not expect any problems because it has been adequate thus far.

It was reported that with the heavy rain last month there was a lot of water moving across the limestone slab in the basement. A. Morton will have the elevator inspector check the elevator pit. We need to be mindful of the fact that certain types of flooring when installed on a slab will bubble and the glue won't stick.

The contractor will be giving us information regarding change orders. There will be some extra work involved removing the pipe conduit in the ceiling.

### **4.2. Project Design**

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

This was discussed under 3.1 Action Items.

#### **4.2.1 Children's area floor plan and installations**

We are able to enhance the Children's area with the generous donation from the Lions Club. Naming of the area and recognition for the donation from the Lions Club will go forward at a Library Board meeting. The library has a naming policy.

A proposal from Burgeon Group was distributed, discussed, and collected after discussion due to copyright. The Committee was pleased with options in the proposal.

Some of the furniture in the Children's area has been chosen by MAAC. Burgeon is aware of FADS and will make some adjustments.

#### **4.3. Project Schedule**

R. Crothers reported that the Contractor's schedule matches our project schedule and is still on schedule for completion at the end of March 2018.

#### **4.4. Quality Control Plan**

This will be discussed In Camera.

#### **4.5. LEED Report**

R. Crothers will check the new LEED rules to see if the library could earn a point for having a kiosk, similar to the one at Calvin Park, or online educational feature about the project.

The Library would like to change from waterless urinals due to maintenance costs and possible odour concerns. R. Crothers reported that we can still achieve the 20% savings required for LEED (and achieve more) if we change some of the faucets and toilets.

The changes would cost approximately \$7,500 and would involve a change order. Although the change order has not been formalized the Committee could authorize the change order in advance.

It was moved by S. Kanellos and seconded by B. Aitken the Committee approve the change to the faucets and toilets provided the cost is not more than 10% above the estimate (\$7,500) and pending confirmation that we would still maintain LEED.

Carried

S. Kanellos spoke about the City initiative to reduce greenhouse gas emissions by 8% by 2020 across the board. We could look at the impact of what we are installing and track the improvement.

R. Crothers reported that there was an energy model that was done on the building before the start of renovations to look at to do a comparison. R. Crothers will speak with the consultant about this.

#### **4.6. Commissioning Report**

Our agent has been copied on the drawings and has provided some comments. They will chair a commissioning meeting so all sub-trades can attend and participate.

#### **4.7. Communications**

L. Carter has been posting regular updates about every 2 weeks on the KFPL website. She will look into having updates included in the KFPL eblast.

L. Carter will get permission from R. Crothers to use photos from the site visits. It was suggested that she also get permission from the general contractor before posting the photos.

As suggested, L. Carter will print an 11 x 17 copy of the signs which we will be receiving next week, to post at Wellington branch.

**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 B. Aitken and seconded by R. Gatfield that: The Committee move In Camera to consider items involving the security of the property of the Board (10:04 AM) Carried

It was moved by R. Gatfield and seconded by B. Aitken that the Committee rise from In Camera (10:40 AM). Carried

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

**6.1. Meeting Schedule**

Meetings will continue on a bi-weekly basis as scheduled. The August 4 and December 22 meeting will be cancelled. Changes may be made to the meeting schedule if required.

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

The meeting was adjourned at 10:43 AM. The next meeting will be held on Friday, June 23, 2017 at 8:30 AM – **Calvin Park Branch – Room A.**

**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
Meet to discuss the sound system and FADS requirements.	A. Morton R. Crothers		
Consult with MAAC regarding the selection of Children's furniture	L. Carter		Ongoing

Action Items	Who	✓	Comments
Demolition work change in scope (regarding vermiculite) see if a change order is required.	R. Crothers		
Prepare an asbestos management policy. Obtain a copy of the City's policy, forward to A. Morton	A. Morton R. Crothers/ S. Kanellos		
Obtain updated large scale drawings from HDR to display.	L. Carter R. Crothers		
Obtain more information from the City regarding the Poem and report at the next meeting. P. Enright will check to see if the dispenser is accessible.	L. Carter P. Enright		
Check new LEED rules to see if the library could earn a point for having a kiosk (about the project, similar to the one at Calvin Park).	R. Crothers		
Reducing greenhouse gas emissions – ask consultant to look at the impact of what we are installing and compare with the energy model done before renovations.	R. Crothers		
Ensure there is easy access to the heat pumps and equipment for future maintenance.	R. Crothers		
Naming of the Children's area and recognition for the donation from the Lions Club to go forward at a Library Board meeting.	L. Carter P. Enright		
Name plaques on benches – terms	R. Crothers		
Change order for blinds	R. Crothers		
Check to see if removal of the shutters will require heritage approval.	R. Crothers		
Investigate having excavation work done on the retaining wall at the same time as other excavation work.	R. Crothers		