



Central Branch Renovation Committee Minutes
Meeting 2017-08 held Friday, June 23, 2017 – 8:30 AM
Calvin Park Branch – Room A

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) (to 9:35 AM)

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

1. Approval of Agenda

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

It was agreed to move the closed meeting portion of the meeting ahead in the agenda before S. Kanellos would have to leave the meeting.

2. Minutes of Meeting 2017-07 held June 9, 2017

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

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.
(8:40 AM) Carried

It was moved by B. Aitken and seconded by R. Gatfield that the Committee rise from In Camera (9:46 AM). Carried

3. Business Arising from the Minutes

3.1. Action Items (chart)

There was discussion regarding follow up items. Some of the items on the chart are ongoing.

Prepare an Asbestos Management Plan – it was discovered that the City is presently reviewing their policy on Asbestos Management Plans. R. Crothers has been advised that he will be notified when this review is complete. One option would be to wait until the end of the project and see whether the new City policy has been approved and then use the City's new Policy. A preferred option would be to update the existing plan. A. Morton has come across a library Plan from 2008 and is not sure whether it was ever approved. He will forward it to R. Crothers and together they will update the existing Plan.

Large scale drawings – These have been obtained and will be displayed at Wellington branch. L. Carter will post the updated drawings on our website.

Ensure there is easy access to the heat pumps and equipment for future maintenance – R. Crothers reported that this is ongoing. Trades putting in ductwork, electrical, pipes, etc. are required to do a mock up so we can look at ease of future maintenance.

Name plaques on benches (length of term) – R. Crothers is searching for the agreement.

Blinds – Library staff have selected blinds and chose mostly manual rather than motorized blinds to save money. HDR has the library's request for additional blinds and a change order is being prepared.

Shutters – a decision was made to not remove the shutters in the Parish (Bishop's) house second floor so this is no longer an issue.

3.2. Service Agreement with the City of Kingston FMCS

The service agreement has been signed by the Board Chair and by S. Kanellos.

3.3. Relocation of Operations

It was reported that there are some leaks in the warehouse at St. Remy Place.

4. Updates

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

R. Crothers provided an update. He reported that Utilities Kingston has scheduled a shut-down to change the transformer. At the same time, we will have the electrician put in a switchboard which should save some money in fees.

4.2. Project Design

There was nothing new to report.

4.2.1 Poem (Public Art)

L. Carter reported that when she met with R. Crothers and HDR to discuss shelving and furniture, a spot near the stairs was pointed out as a good spot for the kiosk if we went this route. She has sent information about the kiosk to the City. She also asked the company who manufacturers the kiosk about customization and accessibility and is waiting to hear back from both. A kiosk can be moved to other buildings in the City in the future.

4.3. Project Schedule

R. Crothers has received the two week look-ahead schedule from the contractor and reported that there is nothing holding anything else up right now. He believes we are on target to meet our deadline.

4.4. Quality Control Plan

There are no changes. The mock up for the trades was discussed earlier.

4.5. LEED Report

Each change is carefully monitored and documented.

4.6. Commissioning Report

The Commissioning agent is very involved with the shop drawings and is making suggestions.

4.7. Communications

L. Carter is posting updates on the KFPL website at least bi-weekly. Yesterday she was interviewed by CKWS TV. R. Crothers will provide the media with current renderings.

5. Other Business:

There was no other business.

6. Adjournment and next meeting date:

The meeting was adjourned at 10:07 AM. The meeting scheduled for July 7 will be cancelled and the next meeting will be held on Friday, July 21, 2017, 8:30 AM – Poolside Training Room – Artillery Park.

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		Bring forward
Consult with MAAC regarding the selection of Children's furniture	L. Carter		Ongoing
Demolition work change in scope (regarding vermiculite) see if a change order is required.	R. Crothers		Pending
Prepare an asbestos management plan.	A. Morton R. Crothers		Ongoing
Obtain updated large scale drawings from HDR	L. Carter	✓	
Obtain more information from the City regarding the Poem. Find out if the dispenser is accessible.	L. Carter P. Enright		Ongoing (see 4.2.1)
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		Bring forward
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		Bring forward
Ensure there is easy access to the heat pumps and equipment for future maintenance.	R. Crothers		Ongoing
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		Bring forward
Name plaques on benches – terms	R. Crothers		Bring forward
Change order for blinds	R. Crothers		Pending
Check to see if removal of the shutters will require heritage approval.	R. Crothers	✓	No longer plan to remove the shutters.
Investigate having excavation work done on the retaining wall at the same time as other excavation work.	R. Crothers		Bring forward
Provide the media with current renderings.	R. Crothers		