



**Central Branch Renovation Committee Minutes  
Meeting 2017-09 held Friday, July 21, 2017 – 8:30 AM  
Poolside Training Room - Artillery Park**

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), 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 R. Gatfield and seconded by B. Aitken that the agenda be approved as distributed. Carried

**2. Minutes of Meeting 2017-08 held June 23, 2017**

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

**3. Business Arising from the Minutes**

**3.1. Action Items (chart)**

Confirm the IS&T Budget estimate – A. Morton expects to receive a quotation later today.

Consult with MAAC regarding the selection of Children's furniture - When the final selection of all the furniture is done, we will have will have MAAC look at this again.

Demolition work change in scope – this is pending pricing and was discussed yesterday at the site meeting.

Prepare an asbestos management plan – A. Morton has been in touch with the City Health and Safety officer and reported that we will likely adopt the City plan. R. Crothers reported that the City is currently undergoing a review of their policies and we may end up using a simple template temporarily.

A. Morton reported that, in the interim, every library facility now has a DSR (Designated Substance Report) and contractors are now required to sign off that they have seen it.

LEED – R. Crothers reported that points are no longer given out for a kiosk about the project.

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 said that decisions are being made regularly on types of equipment but that it is difficult to summarize at this time. He suggested that this be kept on the list but looked at closer to the end of the project.

Ensure there is easy access to the heat pumps and equipment for future maintenance - R. Crothers has looked at the mock-up and met with the contractor and engineer and the location of equipment is fine at this point in the project. This will be ongoing during the project.

Change order for the blinds – R. Crothers reported that we have learned of new ways to control the blinds. There will be two methods; one will be with a switch and control mechanism and the other will be a BAS (Building Automated System). Library staff agreed that this makes the most sense.

Investigate having excavation work done on the retaining wall – will be discussed separately. The electrical service may be changed and may impact excavation work.

Provide the media with current renderings – this has been done and the current rendering is posted on our website.

### **3.2. Relocation of Operations**

A. Morton reported that the cost of replacing the toilets at Wellington Street branch was significantly higher than expected so we will not be going forward with that work.

Air conditioning is required for the server room at St. Remy Place. The pricing came in a little higher than expected and that work will go ahead.

## **4. Updates**

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

R. Crothers distributed the two-week look-ahead schedule from the contractor. He reported that there is concrete underneath the ramp that we were not aware of and which will need to be removed. A change order for this work has been signed.

He reported that masonry work will begin next week and there will be no additional costs to the library for the change in sub-contractor.

Regarding the work required on the Parish House, R. Crothers believes that we will require two change orders: one for the work below grade and one for the work above grade. Work above grade will require Heritage approval. R. Crothers will get clarification for the work below grade which should not require Heritage approval as it is just waterproofing.

R. Crothers reported that yesterday he met with Utilities Kingston. The original site plan went to UK, however they would now like to move the electrical vault currently in the basement off the parkade and install a transformer to an area just outside the building near Bagot Street because of concerns with ventilation and overheating. If we go ahead with this work, investigation will need to be done to see if we can pull new wiring into the conduit that is there. If not, the sidewalk would have to be torn up for the new conduit and because the walkway would be disturbed, the retaining wall will need to be replaced. It was pointed out that the sidewalk on Bagot Street is in rough shape and will need to be repaired in next few years regardless, and the back walkway and retaining wall is in need of repair.

The benefits of moving the transformer outside are that the electrical would be more reliable and safe, and it would open up an extra room in the basement for maintenance to use. Library staff were asked for their opinion. Staff felt that this is an opportunity that should be pursued. There is a safety risk with having the transformer inside, and this is a good opportunity to gain more space. Access to the room would be from outside the building only, however by making this available for maintenance it would free up inside space for other purposes.

The Committee expressed some concern with the costs and asked whose responsibility it would be. This was brought up by Utilities Kingston. This work was not part of the scope but has come up and R. Crothers believes that this is a good opportunity to improve services at a reasonable cost. Work on the sidewalk and retaining wall may or may not have to be done and the Housing Authority is responsible for part of the retaining wall. This work was excluded from the project when we had to do value engineering due to budget constraints.

R. Crothers will look at options and costs and will bring a report with recommendations to the Committee. A board member suggested that the City (Utilities Kingston) could be asked to pay for this. There was also discussion regarding the implications with the change in scope.

R. Crothers reported on two change orders that have been signed (one for removal of the additional concrete below the ramp, and one for the designated substance which was found when the ceiling and walls were opened up). He provided an update on the progress of the work.

#### **4.2. Project Design**

A decision was made to put wheels on the millwork to make it easy to move in the future. Custom millwork tends to be very heavy.

The Friends of the Library (FOL) met to discuss their needs and came up with a draft which was submitted to the architect. The architect has a proposal for the FOL to look at.

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

L. Carter reported that regarding the poem / short story dispenser / kiosk she has heard back from the company and learned that they are publishers. Although we would be able to add some of our own content, it is primarily for their materials. One of the benefits of a kiosk is that it could be moved in the future and could be used for the legacy of a future Poet Laureate as well. They didn't respond about accessibility.

There were concerns expressed by some board members with the permanence of having a poem posted on the wall of a public building if it were to go up on a wall. It was suggested that the City Cultural Services be asked to come up with a proposal. L. Carter will contact them.

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

The two week look-ahead schedule was discussed earlier.

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

There is nothing new to report.

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

R. Crothers reported that there will be a meeting with the LEED consultants next week and he will have a report at the next meeting.

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

R. Crothers reported that the commissioning agents continue to review the drawings and provide comments.

#### **4.7. Communications**

There will be an article in the Kingston Whig Standard in next few days. The website is regularly updated.

### **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)**

There was nothing that required discussion In Camera.

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

There was no other business.

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

R. Gatfield moved to adjourn the meeting at 9:40 AM. The next meeting will be held on Friday, August 18, 2017 at 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. (expect to receive on July 21)  | A. Morton                            |   | Required for budget confirmation                         |
| Meet to discuss the sound system and FADS requirements.   | A. Morton<br>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 pricing  |
| <del>Prepare an asbestos management plan.</del>   | <del>A. Morton<br/>R. Crothers</del> |   | In hand and ongoing                                      |
| Poem – see if City Cultural Services will come up with a proposal.  | L. Carter                            |   | Ongoing (see 4.2.1)                                      |
| <del>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).</del>           | <del>R. Crothers</del>               |   | <del>Bring forward</del>                                 |
| 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                          |   | Keep on list to look at closer to the end of the project |
| <del>Ensure there is easy access to the heat pumps and equipment for future maintenance.</del>  | <del>R. Crothers</del>               |   | <del>Ongoing</del>                                       |
| 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<br>P. Enright              |   | Bring forward  |
| Name plaques on benches – terms   | R. Crothers                          |   | Bring forward  |
| <del>Change order for blinds</del>  | <del>R. Crothers</del>               |   | <del>Pending</del>                                       |
| <del>Investigate having excavation work on the retaining wall at the same time as other excavation work.</del>  | <del>R. Crothers</del>               |   | <del>Will be reported on as part of the project.</del>   |