



**Central Branch Renovation Committee Minutes
Meeting 2017-10 held Friday, August 18, 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), Mary Glenn (Administrative Support), Andrew Morton (Manager, Facilities)

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

Regrets: Patricia Enright (Chief Librarian / Chief Executive Officer), 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 as distributed. Carried

2. Minutes of Meeting 2017-09 held July 21, 2017

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

3. Business Arising from the Minutes

3.1. Action Items (chart)

Wayfinding – L. Carter reported that in the next few days the consultant will have a proposal and prices for the design. This is for the design only and there is money set aside in the budget for this. This work was not included in the contract.

Confirm the IS&T Budget estimate – A. Morton reported that he has received a quotation for work that meets the City's standards which he will provide to R. Crothers. It is slightly over budget and includes interior and exterior cameras, interior security and door lock software and a sound system that is FADS compliant.

Consult with MAAC regarding the selection of Children's furniture – L. Carter expects to receive a proposal early next week and she will have MAAC (Municipal Accessibility Advisory Committee) review the proposal once more.

Naming of the Children's area – L. Carter reported that she expects to get final details together with the costs in the next week or two. Once she receives the details she will forward the information to the Lions Club.

A report with a recommendation regarding the naming of the Children's area will go to the Library Board on September 27. It was suggested that a cheque presentation ceremony could be held at the meeting.

Demolition work change in scope – it was reported that there was no change order for the work on the 3rd floor; however, there was a change order that was signed for an additional \$2,400 to remove asbestos containing vermiculite from the ducts in the basement.

Poem – this was discussed under Agenda item 4.2.1.

Reducing greenhouse gas emissions – This is ongoing. We won't know how much of a reduction will be achieved until all the equipment has been selected.

Benches – the plaques have been taken away and the benches will soon be removed by the City.

3.2. Relocation of Operations

There was discussion regarding the schedule. If needed, the library has an option to renew the leases for the temporary locations for an additional three months. This would only be considered as a last resort.

4. Updates

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

R. Crothers reported that a permit is in place for the work below ground on the Parish (Bishop's) House.

Regarding a permit for work above ground on the Parish House, a report will be going to the Heritage Committee on September 6 and then to City Council on September 19.

R. Crothers reported that the consultant seems to have found a match for 2 of the 3 bricks.

4.2. Project Design

4.2.1 Poem (Public Art)

L. Carter reported that Cultural Services (City of Kingston) was asked for a proposal. They asked if they could first see the space; however, because the staircase has not yet been constructed it is difficult for them to envision where the art might go. At the City's request, HDR has been asked to prepare a 3D mock-up and the City will cover the cost.

Regarding Community Consultation, L. Carter reported that typically the City doesn't go through a community consultation process for public art; however, she will bring this up again.

It was clarified that we will not be purchasing the poem / short story dispenser / kiosk that was discussed at the last few meetings, however this is something that can be considered in the future for another project. It was also confirmed that the poem / public art would not go on the exterior of the building.

4.3. Project Schedule

The contractor will be asked to provide us with an updated schedule.

4.4. Quality Control Plan

R. Crothers provided a brief update. The quality control plan is in place to maintain quality assurance.

4.5. LEED Report

R. Crothers reported that a conference call was held with both LEED consultants (HDR and contractor) during the last site meeting.

4.6. Commissioning Report

There was nothing new to report on.

4.7. Communications

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.

(9:15 AM) Carried

It was moved by R. Gatfield and seconded by B. Aitken that the Committee rise from In Camera (9:45 AM). Carried

6. New Business / Other Business:

There was no other business.

7. Adjournment and next meeting date:

The meeting was adjourned at 9:45 AM. The next meeting will be held on Friday, September 1, 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		Will receive a proposal and pricing from consultant soon.
Confirm the IS&T Budget estimate.	A. Morton	✓	Has received – will forward to R. Crothers.
Meet to discuss the sound system and FADS requirements.	A. Morton R. Crothers	✓	Done
Consult with MAAC regarding the selection of Children’s furniture.	L. Carter		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	✓	Will schedule for September 28 board meeting
Demolition work change in scope (regarding vermiculite) see if a change order is required.	R. Crothers	✓	Reported on during the meeting
Poem – see if City Cultural Services will come up with a proposal.	L. Carter		Ongoing (see 4.2.1)
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		Ongoing - Keep on list to look at closer to the end of the project
Name plaques on benches	R. Crothers	✓	
Schedule - Provide a list of key mile stones and dates to S. Kanellos and R. Crothers.	L. Carter A. Morton		
Schedule – bring a report to the next committee meeting	S. Kanellos R. Crothers		