



Central Branch Renovation Committee Minutes
Meeting 2017-11 held Friday, September 1, 2017 – 8:30 AM
Poolside Training Room - Artillery Park

In attendance:

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

KFPL Staff: 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: Laura Carter (Director, Branch Experience), Chris Ridgley (Budget Analyst), Marissa Mascaro (Construction Manager)

1. Approval of Agenda

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

2. Minutes of Meeting 2017-10 held August 18, 2017

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

3. Business Arising from the Minutes

3.1. Action Items (chart)

Wayfinding – R. Crothers reported that the proposal by HDR was approved by the library. A meeting and conference call with L. Carter and HDR has been set up for next week.

We will ensure that the design meets Facility Accessibility Design Standards (FADS) and it was suggested that the Municipal Accessibility Advisory Committee (MAAC) look at the design. In addition, we need to ensure that the library owns the design. There have been instances with other library systems where the architect has owned the design.

Reducing greenhouse gas emissions - R. Crothers said FMCS is looking into a grant program having to do with carbon reduction in building projects. He reported that the consultants are working on LEED standards and have come up with an energy model for the building but have not yet been asked about carbon neutral buildings specifically.

3.2. Relocation of Operations

There is nothing new to report.

4. Updates

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

R. Crothers reported on the area around the Bishop's House. Work was stopped briefly when bones were found. An archaeologist was contacted and found animal bones only and lead-containing soil will need to be removed to a licensed landfill site (location to be determined)

In addition, during excavation around the Bishop's House and around Johnson Street, limestone pavers were found which we have not taken out. R. Crothers reported that the pavers slope away from the building and the water is not entering the basement in that area. Since the foundation has been there for almost 180 years and there are no signs of distress, he recommended that we concentrate on fixing the areas that we know need attention. In future, if there are signs of distress in this area, it will be a future project.

The recommendation is to repoint only the first few feet of the brick, and to parge and waterproof down to the pavers along the front Bagot Street and Johnson Street.

R. Crothers said he is now leaning toward having the electrical contractor do the work on the electrical service rather than Utilities Kingston. It will cost about the same and will take about eight weeks to prepare for the work.

It was confirmed that if the electrical upgrade is done, work will also need to be done to take advantage of the additional space gained inside the library. A. Morton proposed a plan that will only require a minimum amount of work and money. If the electrical upgrade is not done, substantial work will need to be done to ventilate the existing transformer room.

R. Crothers passed photos around to the Committee to show the progress.

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 S. Kanellos and seconded by B. Aitken that: The Committee move In Camera to consider items involving the security of the property of the Board.
(9:05 AM) Carried

It was moved by B. Aitken and seconded by R. Gatfield that the Committee rise from In Camera (9:30 AM). Carried

6. Project Design

6.2.1 Poem (Public Art)

HDR is preparing a mock up for the City Cultural Services. R. Crothers will arrange to have the appropriate parties in to look at the space in mid-September.

6.1. Project Schedule

This was discussed under 5.1.

6.2. Quality Control Plan

There is nothing new to report.

6.3. LEED Report

There is nothing new to report.

6.4. Commissioning Report

There is nothing new to report.

6.5. Communications

P. Enright reported that L. Carter has been updating the website regularly.

7. New Business / Other Business:

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.

(9:36 AM) Carried

It was moved by R. Gatfield and seconded by B. Aitken that the Committee rise from In Camera (9:37 AM). Carried

A site tour was arranged for the Committee for next Friday, September 8 at 9:00 AM. The Committee will meet at the British Whig Building and walk over to the site.

R. Crothers also reported that the Shelving and Furniture RFP has been drafted. He hopes to get it out by the end of next week after L. Carter has had a chance look at it. It will close at the end of September.

8. Adjournment and next meeting date:

R. Gatfield moved to adjourn the meeting at 9:45 AM.

Update: the September 15 meeting was cancelled – the next meeting will be held on Friday, September 29, 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.
Consult with MAAC regarding the selection of Children’s furniture.	L. Carter		Ongoing
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
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		