



**Central Branch Renovation Committee Minutes
Meeting 2017-13 held Friday, October 27, 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), Laura Carter (Director, Branch Experience), Andrew Morton (Manager, Facilities), Chris Ridgley (Budget Analyst)

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

Regrets: Mary Glenn (Administrative Support), 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 2017-12 held September 29, 2017

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

3. Business Arising from the Minutes

3.1. Action Items (chart)

Wayfinding – have met with HDR twice. L. Carter will bring the proposed wayfinding / signage program to the next meeting

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.

The requests for proposal for the shelving and furniture have closed. Three proposals were received for shelving and the recommendation is to accept the lowest bid. Three proposals were received for the furniture and the recommendation is to choose the items that meet the specifications from the three vendors.

It was asked if using three different vendors would cause any delays. L. Carter responded that it shouldn't but will require more coordination. It was asked if the firms were Canadian. The companies are Canadian but some of the product may be European designed and built.

Poem – Cultural Services has decided not to proceed with the poem as part of this project. S. Kanellos asked about public art and the City's policy. L. Carter replied that KFPL has a number of pieces that were purchased for the building when it first opened that have to be displayed. There have been no plans for public art but L. Carter will review the City's policy. M. Stewart noted that public art had not been budgeted and that the budget had been reviewed without the mention of public art.

Greenhouse gas emissions - R. Crothers said that this item is still ongoing.

4. Updates

4.1. Construction Update

R. Crothers reported that the brick is being removed from the front of the building. There was some concern whether the staining would work. We met on site to review two mock ups. One product could not be guaranteed on glazed brick for more than 5 years while the second product was guaranteed for 15 years with the installer suggesting that it could last for 50 years because the installation was on the north side of the building. During the removal it was discovered that many of the brick ties were rusted. New ties are part of the contract. The mason is trying to save as many bricks as possible but this may lead to additional costs to remove the mortar. A. Morton asked about the brick ties in other areas of the building. R. Crothers said that there has been limited testing in other areas but they haven't found the same issue. Conditions are significantly different on the south wall. Uncertainty about the rest of the building remains. Staining can only take place under certain conditions (temperature). Fishburne Sheridan will be on site on Tuesday, October 31st to review.

B. Aitken asked if the consultant had been asked to do an asset study. R. Crothers said that the Library had had two studies and that they were given to HDR. The Fishburne Sheridan report outlined three options: replace all the brick; replace portions or do nothing and repair as needed. HDR was not asked to provide a building science review.

The wall behind the new entrance is being removed. Electrical, plumbing and mechanical installations are proceeding. The steel for the floor where the stairs went to the basement has arrived. The area around the Parish House has been backfilled.

Work to remove and re-install transformers will begin on Monday, October 30th with the installation of a temporary generator. The generator will be installed at the new entrance behind a construction fence. There was a concern about the amount of noise that the generator will make given that it will be in operation 24/7 for three months. R. Crothers said

that they will be careful about generating noise and suggested installation of a plywood container with insulation to help dampen the noise.

The location of the gas meter has been finalized with assistance from Utilities Kingston. It will be set into the ramp with a ventilated door.

The sanitary and storm pumps were combined. Another sump and pump will have to be installed at an additional cost.

R. Crothers will follow up on the elevator.

4.2. Quality Control Update

R. Crothers will bring forward an update to the next meeting.

4.3. LEED Report Update

R. Crothers reported that LEED is progressing. S. Kanellos said that the City is updating its green building policy and that LEED silver has a new standard. R. Crothers said that the project is following the new standard.

S. Kanellos asked about greenhouse emissions as the City wants to reduce emissions by 8% by 2020. R. Crothers noted that all systems have been reviewed but he will raise the issue again with the consultants. At this point in the project we are unable to change the fuel sources but will ensure that we have efficient systems in place.

S. Kanellos noted that his department is required to produce a report on greenhouse gases before and after a project.

4.4. Commissioning Report

R. Crothers said that there was a meeting on Tuesday, October 24th with JLL, the commissioning agent, in preparation for the testing once the project has been completed.

4.5. Communication Plan

L. Carter reported that KFPL has engaged Make It Matter Media to assist with the communication around the re-opening of Central. She continues to update the website and the floor plans are on display at the Calvin Park branch.

4.6. Relocation of Operations

There was nothing to report.

5. Closed meeting:

5.1. That the committee move In Camera to consider items involving the security of the property of the Board

It was moved by R. Gatfield and seconded by S. Kanellos that the Committee move In Camera to consider items involving the security of the property of the Board.
 (9:07 AM) Carried

It was moved by S. Kanellos and seconded by R. Gatfield that the Committee rise from In Camera (10:20 AM). Carried

6. New Business / Other Business:

R. Gatfield thanked the project team for all of their work. He noted that he was very appreciative that they were keeping on top of everything.

7. Adjournment and next meeting date:

It was moved to adjourn the meeting at 10:21 AM. The next meeting will be held on Friday, November 10, 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. Have met with HDR to develop wayfinding. Will bring the package to the next meeting
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 City Cultural Services has decided not to proceed with the proposal and will look for another location
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
Operations plan	L.Carter/A. Morton		November 10, 2017 meeting