



**Central Branch Renovation Committee Minutes
Meeting 2017-14 held Friday, November 10, 2017 – 8:30 AM
Poolside Training Room, Artillery Park**

In attendance:

Library Board: Monica Stewart (Committee Chair), Barbara Aitken (arrived at 8:50), Ralph Gatfield

KFPL Staff: Patricia Enright (Chief Librarian / Chief Executive Officer), Laura Carter (Director, Branch Experience) (arrived at 9:15), Andrew Morton (Manager, Facilities), Chris Ridgley (Budget Analyst)

City of Kingston: Rob Crothers (Project Manager)

Regrets: Mary Glenn (Administrative Support), Marissa Mascaro (Construction Manager), Speros Kanellos (Director, Facility Management and Construction),

1. Approval of Agenda

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

2. Minutes of Meeting 2017-13 held October 27, 2017

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

3. Business Arising from the Minutes

R. Gatfield presented a cheque for \$100,000 from the Kingston Lions' Club for enhancements for the children's department. The cheque was accepted by the Committee with gratitude. The Library will send a letter acknowledging the donation. The Lions' Club has asked that they be invited to the grand opening of the building and that the donation be recognized at that time.

3.1. Action Items (chart)

Wayfinding – L. Carter reviewed the wayfinding package developed by HDR. The exterior signage will have to be approved by the City's Heritage Committee. Staff will confirm what material is being used for the vertical exterior sign. Signage is also required to meet the City's Facility Accessibility Design Standards (FADS). Staff will confirm that the visibility strips on the glass walls and the signage meet FADS. The signage package also includes acknowledgement of the two donations for the project.

Consult with MAAC regarding the selection of Children's furniture – Ongoing

Reducing greenhouse gas emissions – Ongoing

Operations Plan – Ongoing

A draft operations plan was distributed. A. Morton and R. Crothers will put it a Gantt chart (project schedule) to determine dependencies. It will take approximately six weeks to have the library ready for operation. The schedule includes installation of equipment, furniture and shelving and moving the collection from storage and other sites. This schedule will be presented to the Committee for review at the next meeting.

4. Updates

4.1. Construction Update

R. Crothers reported that work is progressing as follows:

- The electrical service is being updated with the transformer base installed and being backfilled today. There is a bit of regrading that will be required and a curb cut will be requested when the sidewalk is reinstated for barrier free access to the sidewalk.
- The temporary gas service is being set up for winter heat (furnaces and fans).
- The temporary electric generator is set in place on Johnson St. and will be there until near the end of January.
- The contractor is pushing to complete the storm sump work before freeze-up.
- The exterior brick work has been removed with cleaning of the wall surface required before the new air/vapour barrier can go on.
- The structural engineer has inspected the new floor slab support steel. Concrete is to be poured next week. The same engineer made recommendations concerning the remaining brick face.
- The sprinkler system continues to be installed. Dimensions are being worked out with the drywall framer.
- The mechanical contractor is installing the ceiling mounted heat pumps on Level 1 and then will be connecting ductwork.

- The electrical rough in is continuing with wire being pulled for the power and lighting system on Level 1.
- The final lighting shop drawings, window samples and the layout of the ceilings of Levels 1 & 2 have been identified as critical items that need attention.
- Washrooms on Level 1 are being insulated and the sandblasting of ceiling beams is ongoing.

4.2. Quality Control Update

No update at this time. The quality control measures continue to be applied to the project with several new items being considered for future contracts (noise control and schedule control issues).

4.3. LEED Report Update

No update at this time.

4.4. Commissioning Report

R. Crothers asked the commissioning agent to provide minutes of the last meeting and those are in place.

4.5. Communication Plan

The Library has engaged a local firm to assist with communications around the re-opening of the building. L. Carter has sent information about the project to Make it Matter Media and they have arranged to tour the site with their staff.

4.6. Relocation of Operations

No update at this time.

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 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.

(8:55 AM) Carried

It was moved by R. Gatfield and seconded by B. Aitken that the Committee rise from In Camera (9:56 AM). Carried

6. New Business / Other Business:

There was no other business.

7. Adjournment and next meeting date:

It was moved to adjourn the meeting at 10:14 AM.

The next meeting will be held on Friday, November 24, 2017 at 8:30 AM – Poolside Training Room, Artillery Park

Appendix A – Action / Follow up items

Action Items	Who	✓	Comments
Wayfinding	L. Carter / R. Crothers		Ongoing – Wayfinding proposal was reviewed at the November 10, 2017 meeting. Will confirm exterior sign material and ensure that signage and visibility strips on glass walls meet FADS
Consult with MAAC regarding the selection of Children’s furniture.	L. Carter		Ongoing
Operations plan	R. Crothers A. Morton		Ongoing – Draft plan was reviewed at the November 10, 2017 meeting. R. Crothers/A. Morton to meet to align with construction schedule
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