



**Central Branch Renovation Committee Minutes  
Meeting 2017-15 held Friday, November 24, 2017 – 8:30 AM  
Poolside Training Room, Artillery Park**

In attendance:

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

KFPL Staff: Patricia Enright (Chief Librarian / Chief Executive Officer), Mary Glenn (Administrative Support), Laura Carter (Director, Branch Experience), Andrew Morton (Manager, Facilities), Chris Ridgley (Budget Analyst)

Regrets: Ralph Gatfield (Library Board), Rob Crothers (Project Manager), Speros Kanellos (Director, Facility Management and Construction), Marissa Mascaro (Construction Manager)

**1. Approval of Agenda**

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

**2. Minutes of Meeting 2017-14 held November 10, 2017**

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

It was reported that a letter, signed by the Library Board Chair and M. Stewart, has been sent to the Lions Club to thank them for their donation. They will be invited to the opening celebration and their donation will be publicly recognized at that time.

**3. Business Arising from the Minutes**

**3.1. Action Items (chart)**

Wayfinding – L. Carter is waiting to hear from the architect regarding the exterior sign and whether they have started the process for heritage approval. She is under the impression the exterior sign will not have lighting but will follow up regarding this as well. She will also check with R. Crothers regarding the visibility strips to make sure it meets FADS.

Operations Plan – A. Morton reported that he has worked on the Operations (move-in) plan and has more details. Once the contractor has submitted their Plan and Gantt chart, our details will be added to their Gantt chart.

## **4. Updates**

### **4.1. Construction Update**

A. Morton reviewed the most recent site visit report prepared by R. Crothers.

Regarding the transformer, there is still some back and forth on that because the electrical contractor is waiting on more detail. The concrete was to be depressed to make it more accessible; however, there is a gap between the transformer and pavement elevations. R. Crothers has asked the architect to provide detailed drawings to the electrician based on City Standards.

There was discussion regarding the scaffolding which belongs to a sub-contractor. The contractor was going to build their own; however they may use the scaffolding that is there.

It was reported that work on the third level is almost complete. There is an issue with the lighting on the third floor of the Bishop's House and we are waiting on a Change Order for the lighting. Because of the direction of the joists, the direction of the lighting needs to be changed and different lighting will be required. This is not something that anyone could have been aware of beforehand. The architect will need to review the revised lighting and see how it will fit in that area.

Some of the large equipment has arrived and the work is ongoing.

The ceilings that will be left exposed have been sandblasted and are clean.

Library staff expressed a concern with the proposed location under the stairs for the vending machines (for snacks and beverages). The space is very tight and there are also concerns with accessibility. There are also security concerns because that area can be hidden, and Library staff asked to have this area looked at to address security concerns.

Regarding the safety issues on the construction site mentioned in the site report, A. Morton will follow up to see if the concerns have been addressed.

### **4.2. Quality Control Update**

Nothing to report.

### **4.3. LEED Report Update**

Nothing to report.

### **4.4. Commissioning Report**

A. Morton will be meeting with the controls company regarding the Building Automation System (BAS) early in December to discuss to how the controls will be set up at Central branch, as well as at Rideau Heights branch and other venues.

The Library is looking for the best option that allows the library to maintain control of its own system and doesn't put reliance on the City because of concerns that the City may not be able to get to things right away when time-sensitive issues arise.

A. Morton suggested that the BAS could reside with the City or the Library, but regardless where the BAS resides, both the City and the Library will need administrative rights to the system. This is more of a coordination issue but it will affect the building commissioning.

#### **4.5. Communication Plan**

L. Carter reported that she met with a representative from Make It Matter Media last week to talk about our communications plan. He will be updating our communication plan. It was reported that the floor plans are up on the website and the display floor plans have been moved from Wellington branch to Calvin Park branch.

L. Carter and L. Webb have been approached by Kingston Life and will be meeting with a reporter on Monday. They would like to publish an article in the spring issue and tie it to the Central branch re-opening.

#### **4.6. Relocation of Operations**

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 M. Stewart and seconded by B. Aitken 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 B. Aitken and seconded by M. Stewart that the Committee rise from In Camera (9:35 AM). Carried

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

The Library budget presentation will go before City Council next Wednesday.

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

It was moved to adjourn the meeting at 9:35. The next meeting will be held on Friday, December 8, 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 - 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 –R. Crothers / A. Morton to meet to align with construction schedule – awaiting the schedule from the contractor
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
Gantt Chart - Present to the committee for review	R. Crothers A. Morton		
Ask architect to look at the area under the stairs (where the vending machines were proposed to go) to address security concerns	L. Carter / A. Morton		
BAS (Building Automation Systems) - who will have control of the system	A. Morton		
Follow up regarding safety issues on the construction site mentioned in the site report.	A. Morton		
Contractor's meeting minutes –ask to receive in a more timely fashion.	A. Morton		
Contractor's Christmas construction schedule	A. Morton		