



**Pittsburgh Branch Renovation Committee Minutes
Meeting 2018-01 held Friday, June 22, 2018 – 8:30 AM
Poolside Training Room, Artillery Park**

In attendance:

Library Board: Claudette Richardson, Monica Stewart

KFPL Staff: Patricia Enright (Chief Librarian / Chief Executive Officer), Andrew Morton (Manager, Facilities), Amy Rundle (Administrative Support)

Regrets: Laura Carter (Director, Branch Experience)

1. Project Update – Budget and Timing

P. Enright provided committee members with an overview of the project to this point.

Two meetings have taken place with City staff to discuss the project timeline. Certain aspects of the library project will be coordinated with the Third Crossing project to avoid duplication of work and minimize disruption to services.

Civil engineering work on the site will be completed in Fall 2018. The estimated timeline would continue as follows:

2019

- Prime Consultant (architect) tender / RFP opening and award
- Completion of architectural plans
- Permits and approvals

2020

- Construction tender / RFP opening and award
- Commencement of project

2021

- Completion of project
- Grand opening

The scope of the project will require KFPL to leave the site during construction. The search for a temporary space should begin in 2019.

2. Project Charter / Committees

2.1. Project Charter

It was agreed that the charter should define the procurement responsibilities of the City of Kingston (COK) and KFPL. The COK will be responsible for doing procurement for the site, as the property is their asset. KFPL will be responsible for doing procurement for furniture, fixtures, equipment and services.

2.2. Building Committee

The Building committee will be modelled after the Central Branch Renovation Committee.

A third Board member is needed for the committee. This will be discussed at the Board meeting on June 27, 2018.

It was decided that approval for the architect / prime consultant will come to the Renovation Committee first, and then continue to the Project Management Committee.

2.2.1. Chair

M. Stewart accepted the position of Chair of the Committee.

2.2.2. Terms of Reference

The Committee reviewed and accepted the Pittsburgh Branch Renovation Committee terms of reference with some minor changes.

2.3. Project Management Committee

The Project Management committee will be modelled after the Central Branch Project Management Committee.

The Committee reviewed the Pittsburgh Branch Project Management Committee terms of reference and suggested some minor changes.

3. Next Steps

The Project Charter and Terms of Reference will be updated and brought to the Board meeting on June 27, 2018 for approval.

The Committee will work through the KFPL Community Engagement Toolkit as part of a bigger communication strategy.

4. Adjournment and next meeting date:

It was moved to adjourn the meeting at 10:35 AM. The next meeting will be held on Thursday, July 19, 2018 at 8:30 AM – Poolside Training Room, Artillery Park.