



Pittsburgh Branch Renovation Committee Minutes
Meeting 2018-02 held Thursday, July 19, 2018 – 8:30 AM
Poolside Training Room, Artillery Park

In attendance:

Library Board: Claudette Richardson, Monica Stewart (Chair), Wilma Kenny

KFPL Staff: Patricia Enright (Chief Librarian / Chief Executive Officer), Andrew Morton (Manager, Facilities), Laura Carter (Director, Branch Experience)

City of Kingston: Rob Crothers (Project Manager, Facilities Management and Construction Services) (left at 9:45 AM)

Regrets: Speros Kanellos (Director, Facility Management and Construction Services), Amy Rundle (Administrative Support)

1. Approval of Agenda

It was moved by W. Kenny and seconded by Claudette Richardson that the agenda be approved as read. Carried

2. Approval of Minutes of Meeting 2018-01 held June 22, 2018

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

3. Review of project documents

3.1 Project charter

The corrections and changes discussed at the June 27, 2018 Library Board meeting have been made. The charter will be reviewed every six months with the next review scheduled for January 2019. There was a discussion about the project manager appointed by FCMS. R. Crothers has been asked by S. Kanellos to assist with the project at this time.

It was moved by W. Kenny and seconded by C. Richardson that the project charter be accepted as presented. Carried

3.2 Project Management Committee Terms of Reference

The draft terms of reference will be reviewed for approval by the Project Management Committee at its first meeting. It was recommended that the first meeting be called at the end of September or early October after the J. L. Richards report has been received.

3.3 Pittsburgh Branch Renovation Committee Terms of Reference

It was moved by W. Kenny and seconded by C. Richardson that the terms of reference be accepted as presented. Carried

The minutes of the open portion of the committee meetings will be posted on the KFPL website.

4. Project update

R. Crothers presented the proposal from J. L. Richards for the civil work at the site. The company is the City's consultant for the conceptual work and implementation of the Third Crossing project. They are familiar with the timing and sequencing of this project.

On behalf of the Library Board J. L. Richards will look at the servicing at the library branch site as well as grading and storm water and ground water management to address the water infiltration in the basement of the historic building. The report is scheduled to be completed in mid-September. R. Crothers will ask that the proposal and report use the actual name of the branch rather than the Gore Road Library.

It was moved by C. Richardson and seconded by W. Kenny that the committee approve the proposal from J. L. Richards dated July 18, 2018 for the civil work at the Pittsburgh Branch. Carried

There was discussion about the budget and scope of the project. City Council approved a budget of \$5.4 million for the project at its April 17, 2018 meeting.

5. Timelines

A preliminary timeline was discussed at the June 22, 2018 meeting. It is recommended that discussion of the timeline for the project take place when the J. L. Richards report is received.

6. Next Steps

6.1 Community Engagement Plan

L. Carter distributed the Community Engagement toolkit with her results from May 15, 2018. She will circulate a blank toolkit to the committee members to complete. L. Carter's results indicate that the project requires engagement. In November 2017 the Library engaged the community around the option of remaining at the existing site or moving to the Kingston East Community Centre.

M. Stewart asked if there was a budget line for community engagement. P. Enright will look at the operating and capital budgets to identify funding for community engagement.

L. Carter has asked City staff to share the community engagement strategy for the Kingston East Community Centre. She is also looking at training from the IAP2 (International Association for Public Participation) Canada that was recommended by City staff.

M. Stewart asked that Board and staff members be given contact information for the relevant City staff so that any questions about the dog park, community gardens and Third Crossing may be referred to the appropriate staff.

6.2 Communication Plan

The draft communication plan was distributed for review. Committee members will forward any comments or suggestions to L. Carter. L. Carter is also asking other libraries to share their communication plans for building projects.

7. Other business

L. Carter recently attended the Ontario Library Association's Annual Institute on Library as Place in Toronto. The theme of the 2018 Institute was focused on decolonizing our spaces. There was a discussion about some of the buildings and projects that were visited or highlighted as part of at the Institute.

8. Adjournment and next meeting date:

It was moved by C. Richardson to adjourn the meeting at 10:09 AM.

The next meeting will be held on Thursday, August 16, 2018 at 8:30 AM – Poolside Training Room, Artillery Park.

Appendix A-Action/Follow up items

Action Item	Who	√	Comments
Budget for community engagement	P. Enright C. Ridgley		
Purchase order and letter to engage J. L. Richards	P. Enright C. Ridgley		