



Pittsburgh Branch Renovation Committee Minutes
Meeting 2018-03 held Thursday, August 16, 2018 – 8:30 AM
Poolside Training Room, Artillery Park

In attendance:

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

KFPL Staff: Patricia Enright (Chief Librarian / Chief Executive Officer), Laura Carter (Director, Branch Experience), Amy Rundle (Administrative Support)

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

Regrets: Andrew Morton (Manager, Facilities)

1. Approval of Agenda

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

2. Approval of Minutes of Meeting 2018-02 held July 19, 2018

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

3. Business Arising from the Minutes

3.1. Action Items (chart)

Budget for Community Engagement

The budget will be developed after consultations have taken place.

Purchase order and letter to engage civil contractor

J.L. Richards and Associates Ltd. has been engaged to complete required civil work.

4. Updates

4.1. Civil Update

A draft report from J.L. Richards and Associates Ltd., addressing existing conditions of the site, was distributed by R. Crothers and discussed.

It was suggested that site illustrations included in the report acknowledge the features of the site that are outside the scope of the project.

The final report from J.L. Richards will include coordination with the Third Crossing project. This will provide necessary information for the project schedule.

R. Crothers will direct J.L. Richards to proceed with the second stage of the assignment.

4.2. Community Engagement Plan

A draft Community Engagement Plan was distributed. P. Enright reported that the Community Engagement assessment toolkit was used to determine the appropriate level of engagement for the project. The results showed that engagement with the community should take place as collaboration.

It was recommended that community engagement take place in coordination with the Third Crossing project and a public meeting with the architect in attendance should take place.

It was further suggested that community engagement include an overview of KFPL's strategic plan and library vision. Residents should also be informed about the scope of the project and reminded that additional features of the Gore Road site, such as the dog park and community gardens, are the responsibility of the City of Kingston.

The Committee accepted the draft Community Engagement Plan and recommended the creation of a big-picture statement indicating that the Pittsburgh Branch project is part of a larger plan for the area. The statement would also acknowledge that all parties are working together; the library will remain accessible; and engagement will take place to ensure the library is best serving the community.

4.3. Communication Plan

Nothing to report 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

There was nothing that required discussion In Camera.

6. Other Business

Nothing to report.

7. Adjournment and next meeting date:

It was moved by W. Kenny to adjourn the meeting at 9:00 AM.

The next meeting will be held on Thursday, September 13, 2018 at 4:00 PM – Poolside Training Room, Artillery Park.

Appendix A – Action / Follow up items

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