



Central Branch Renovation Committee Minutes
Meeting 2018-03 held Friday, March 9, 2018 – 8:30 AM
Poolside Training Room, Artillery Park

In attendance:

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

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

City of Kingston: Rob Crothers (Project Manager), Jared Sunderland (Project Manager)

Regrets: Speros Kanellos (Director, Facility Management and Construction), Marissa Mascaro (Construction Manager)

1. Approval of Agenda

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

2. Approval of Minutes of Meeting 2018-02 held February 9, 2018

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

3. Business Arising from the Minutes

3.1. Action Items (chart)

Wayfinding

The RFP has been sent out and closes at the end of the month.

There is a meeting with the Heritage Committee on March 21st to discuss the exterior sign. R.Crothers has assigned HDR to be responsible for responding to the Heritage Committee with regards to the colour and orientation of letters as HDR has already put together research based on design standards.

Greenhouse Gas Emissions

We have been advised to stay within the approved scope of the work for the project.

The renovation/building is a natural gas project and we are working towards LEED certification. Our current goal is to have an accurate understanding of our carbon footprint.

C.O. Tracker

A. Morton's C.O.'s have not yet been added to the main tracking sheet. R. Crothers and A. Morton will work toward this for the next meeting.

4. Updates

4.1. Construction Update

R. Crothers reviewed the most recent Site Report prepared by J. Sunderland.

The power is back on allowing us to concentrate efforts on the elevator. Everstrong will now have their consultant complete an independent assessment so work can move forward.

It was reported that all of the glass is onsite and ceiling fixtures have been installed (being protected by cardboard packaging). The ceilings throughout the building are being painted.

The third floor is almost ready to begin finishing work. A. Morton arrived at this time (8:44 AM).

Ongoing progress continues with steel supports for separation of interior areas going in over the next few days. Also of note, roof units are onsite and curbs have been poured.

R. Crothers is following up with an issue that has been raised regarding the location of heat pumps in the ceilings and difficulties this may cause with maintenance in the future.

4.2. Quality Control Update

The issue of heat pumps in the ceiling was missed by the consultants. Due to the height of the ceilings, if the heat pumps need to be replaced in the future, the units need to be dropped from the ceiling and then replaced.

4.3. LEED Report Update

Nothing to report.

4.4. Commissioning Report

Nothing to report.

4.5. Communication Plan

The Library was featured in the cover article of this month's Kingston Life magazine. L. Carter will put the link on the website.

4.6. Relocation of Operations

It was reported that the RFP for moving back to Central has been tendered to two prequalified companies. Unfortunately, one of the companies has reported they are unable to move us during the time required. We will be going ahead with the process with the other company, using the previous move as a comparative for pricing.

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. (9:01 AM) Carried

It was moved by R. Gatfield and seconded by B. Aitken that the Committee rise from In Camera (9:19 AM). Carried

6. New Business / Other Business:

It was reported that an email was sent to the Sydenham District Historical Association outlining our Gifts, Donation and Planned Giving policy. A response has yet to be received.

L. Carter confirmed that stickers have been printed and will be added to the construction signs at Central to update our opening to Summer 2018.

7. Adjournment and next meeting date:

It was moved to adjourn the meeting at 9:20 AM. The next meeting will be held on Friday, March 23, 2018 at 8:30 AM – Poolside Training Room, Artillery Park

Appendix A – Action / Follow up items

Action Items	Who	✓	Comments
Wayfinding - ensure that signage and visibility strips on glass walls meet FADS	L. Carter / R. Crothers		Ongoing – RFP send out. Exterior signage being discussed with Heritage Committee.
Consult with MAAC regarding the selection of Children’s furniture.	L. Carter		Ongoing
Operations plan	R. Crothers A. Morton		Ongoing
Reducing greenhouse gas emissions – ask consultant to look at what we are installing compared with the energy model before renovations.	R. Crothers		Ongoing - Keep on list to look at closer to the end of the project
C.O. Tracking Sheet – add Andrew’s C.O.s	A.Morton/R.Crothers		Ensure that A.Morton’s C.O.s are included in the Change Order tracking sheet