



**Pittsburgh Branch Renovation Committee Minutes**  
**Meeting 2018-04 held Tuesday, October 9, 2018 – 4:00 PM**  
**Poolside Training Room, Artillery Park**

In attendance:

Library Board: 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)

Regrets: Monica Stewart (Committee Chair), Speros Kanellos (Director, Facility Management and Construction Services), 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 2018-03 held August 16, 2018**

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

**3. Business Arising from the Minutes**

There was no business arising.

**4. Updates**

**4.1. Civil Update**

A draft report from J. L. Richards and Associates Ltd., addressing current and future servicing of the site, was distributed and discussed. It was recommended that sanitary systems, fire coverage, electrical service and fibre optic availability be evaluated so upgrades can be coordinated with the Third Crossing Project.

L. Carter arrived at this time (4:15 PM).

The increase in storm water flow due to the Third Crossing has been accounted for with the City's dry pond design. Additional increases in storm water flow from the library renovation can be estimated based on the proposed roof and parking lot size.

It was agreed that the recommendations made by J. L. Richards for directing water away from the existing basement be acted on now in order to minimize damage to the foundation. R. Crothers and A. Morton will draft a plan and put together pricing.

R. Crothers noted that the report from J. L. Richards and Associates is very thorough and will be a valuable resource for the project architect to use for design purposes.

A Third Crossing planning meeting is taking place on October 14, 2018. A memo was sent to City of Kingston (COK) staff asking that a representative from J. L. Richards be invited to the meeting as a resource.

#### **4.2. Community Engagement Plan**

A section for the Pittsburgh Renovation and Expansion Project has been added to KFPL's Community Engagement website. L. Carter will continue to add content.

It was agreed that more information about the project timeline is needed before beginning Community Engagement. P. Enright asked members of the committee to forward any additional stakeholder suggestions.

An article about the renovation, from the Fall 2018 edition of the Pittsburgh Historical Society newsletter, was distributed for discussion.

It was suggested that coordinating completion dates with the Third Crossing Project would be beneficial. A timeline for the library project could be generated by working backwards from the Third Crossing's anticipated finish date. R. Crothers will report on proposed project timelines after the planning meeting with City staff on October 14<sup>th</sup>.

R. Crothers left at this time (4:46 PM).

L. Carter will be attending a 3-day course, Planning for Effective Public Participation, in late-November.

#### **4.3. Communication Plan**

L. Carter will follow up with City staff to review the communication plan used for the Kingston East Community Centre.

It was agreed that communication to the public should reinforce the collaboration of projects

### **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 C. Richardson to adjourn the meeting at 4:56 PM.

The date of the next meeting will be decided after the Third Crossing planning meeting on October 14, 2018.