

AGENDA: Special Meeting of The Blue Mountains Public Library Board

MEETING DATE: July 8, 2016
MEETING TIME: 8:30 a.m.
LOCATION: Town Hall, Council Chamber
PREPARED BY: Corrina Giles, Interim Secretary

A. Call to Order

▪ **Approval of Agenda**

Recommended (Move, second)

THAT the Agenda of July 8, 2016 be approved as circulated, including any items added to the Agenda.

▪ **Declaration of Pecuniary Interest and general nature thereof**

B. Reports

B.1 Public Library Roof Repairs - Town Staff Report “Public Library Roof Repairs, CSPW.16.106”

Recommended (Move, second)

THAT The Blue Mountains Public Library Board receive the Town of The Blue Mountains staff report, “Public Library Roof Repairs, CSPW.16.106” for information. [CSPW.16.106 Public Library Roof Repairs Report](#)

B.2 The Blue Mountains Public Library Board Bylaws & Handbook – Duties of the Board, Sections 4.1, 4.2, 4.3

C. Adjournment

Recommended (Move, second)

THAT this Library Board does now adjourn at (time) a.m. to meet again at the call of the Chair.

Meeting Notes

This document can be made available in other accessible formats as soon as practicable and upon request

STAFF REPORT: Community Services



REPORT TO: Council
MEETING DATE: July, 11, 2016
REPORT NO.: CSPW.16.106
SUBJECT: Public Library Roof Repairs
PREPARED BY: Aaron McMullen, Facilities Manager / Building Maintenance Coordinator

A. Recommendations

THAT Council receive Staff Report CSPW.16.106 entitled “Public Library Roof Repairs”;

AND THAT Council approve the completion of roof repairs and internal roof membrane works as an unbudgeted capital project in 2016 as outlined in this report;

AND THAT Council approve an upset limit of \$300,000 to complete the roofing and internal works at the Library;

AND THAT Council authorize the Director of Community Services to utilize negotiated procurement with Engineering Firms to act as the consultant to develop specifications and drawings for the Tender and to provide project management for the project;

AND THAT Council authorize the Director of Community Services to negotiate with Breathe Easy to act as the consultant to provide project management and general contractor services for the interior remediation project;

AND THAT Council provide the CAO signing authority to execute the agreement with the successful bidder, based on a recommendation from the Tender Award Proposal Committee.

B. Background

Staff requested Garland Canada Inc. to inspect the roof at L. E. Shore Memorial Library due to concerns regarding indoor air quality. These inspections were initiated as a follow up action item to a monthly Health and Safety inspection completed by Library Staff in January of 2016. This inspection noted a musty smell in the area of the Bruce Street entrance which continues to be a concern.

In late March of 2016, Municipal Staff began the process of providing Facility Maintenance for the L.E. Shore Memorial Library. After reviewing the Health and Safety inspections and speaking to Library Staff, Facility Maintenance Staff deemed the air quality concerns to be of the highest priority and began the process to determine the appropriate steps required to rectify the concern.

The process began with an on grade visual inspection by Facility Maintenance Staff. The wood structured ceiling of the Bruce Street vestibule showed signs of water marking. On the exterior of the vestibule, signs of deteriorated caulking, joint expanded

flashings and efflorescence (migration of salt to porous material) of the brick work detailed that failures may be present within the roofing components. The visual inspection on the roof showed signs of a build-up of organics and moss, roof drains were blocked and full of materials and there were obvious signs of little to no preventative maintenance.

Facility Maintenance Staff contacted Garland Canada, a roofing supplier who has provided services at the Beaver Valley Community Centre and the Craighleith Wastewater Treatment Plant. Garland Canada provides detailed inspection reports outlining findings from taking roof core samples and also completing thermal imaging and moisture probing of the roof components. During the original site visit with Andrew Kukkonen of Garland Canada, it was recommended that all organics needed to be removed from each of the 4 flat roof structures to perform a proper Thermal Imaging inspection. While on site, Andrew Kukkonen took 4 core samples from the areas of concern and found that under the roof membrane, the insulation showed signs of having damp to wet conditions.

To complete the removal of organics from the roof, Facility Maintenance Staff contracted Thom Construction. During the removal process, Facility Maintenance Staff also requested the contractor clear all roof drains to ensure organics had not clogged the drainage pipes. In excess of 50 garbage bags of organics were removed from the 4 flat roof structures.

With the organics removed, Thermal Imaging scans and Moisture Probe inspections were performed by Garland Canada. The findings, as shown in Attachment 1 diagram, identify 2 major areas of concern.

Section #1 - shows signs of dampness and wet conditions in a significant area. The wet areas were at the top of the scale.

Section #2 – shows signs of dampness in the area of air quality concern in the Bruce Street vestibule.

During the review process, Staff found that in 2009 remediation works were performed in the area of section 8 (the stone exterior reading room) as a result of a substantial leak. A report was completed by CC Tatham Engineering that identified a lack of flashing on the stonework above the membrane was the cause of the leak. Existing signs of efflorescence of the interior stone, stained ceiling tiles and results of the air quality testing may mean that the problem still exists.

Staff recommend that remediation of all flat sections of the L.E. Shore Memorial Library roof occur in the fall of 2016. The recent inspections recommend replacement of the flat portions of roof. Results of the air quality testing indicate that no safety concerns are present at this time. However, it is expected conditions will worsen without any remediation. It is also identified that during roof replacement and remediation of the insulation and membrane in the core of the roofing structure, that there is the strong potential of mould particles be disturbed and becoming airborne within the interior of the building. The closure of the L.E. Shore Memorial Library during remediation works is

required. It has been identified by the CEO of the L.E. Shore Memorial Library that the best timing for these works and closure is mid-to late September through October.

C. The Blue Mountains' Strategic Goals

Goal #1 - Create opportunities for sustainability

Goal #2 - Engage our communities and partners

Goal #5 - Ensure that our infrastructure is sustainable

D. Environmental Impacts

All efforts will be made to ensure works completed use best practices for protection of the environment.

E. Financial Impact

The chart below outlines the expected costs for the roof replacement and the remediation work necessary inside the Library facility:

Roofing Budget	\$125,000
Contingency	\$25,000
Internal Remediation ⁽¹⁾	\$120,000
External Project Management (15%)	\$30,000
Total Estimated Budget	\$300,000

⁽¹⁾ At this time the internal remediation budget is an estimate; Staff will not have a full understanding of exactly what work needs to be done until the existing roof is removed and a visual inspection can be made.

Due to the complexity of the project, being both roofing and remediation work, Staff are recommending that a consultant with knowledge of this type of project be brought in to manage this project.

Presently Staff are not recommending any funding sources for this project, until there is a better understanding of what the final costs will be. As Staff work through 2016 and continue with capital projects, certain projects may come in under-budget or may not be completed. By the end of 2016 Staff will have a good understanding of what taxation was not spent on the capital projects that it was initially allocated to and then can be used to fund this project. It is the intention of Staff that this project be fully funded by year-end 2016.

F. In Consultation With

Senior Management Team

Manager of Purchasing and Risk Management

Director of Financial and IT Services/Treasurer

Manager of Accounting and Budgets/Deputy Treasurer

The Blue Mountains Library CEO

G. Attached

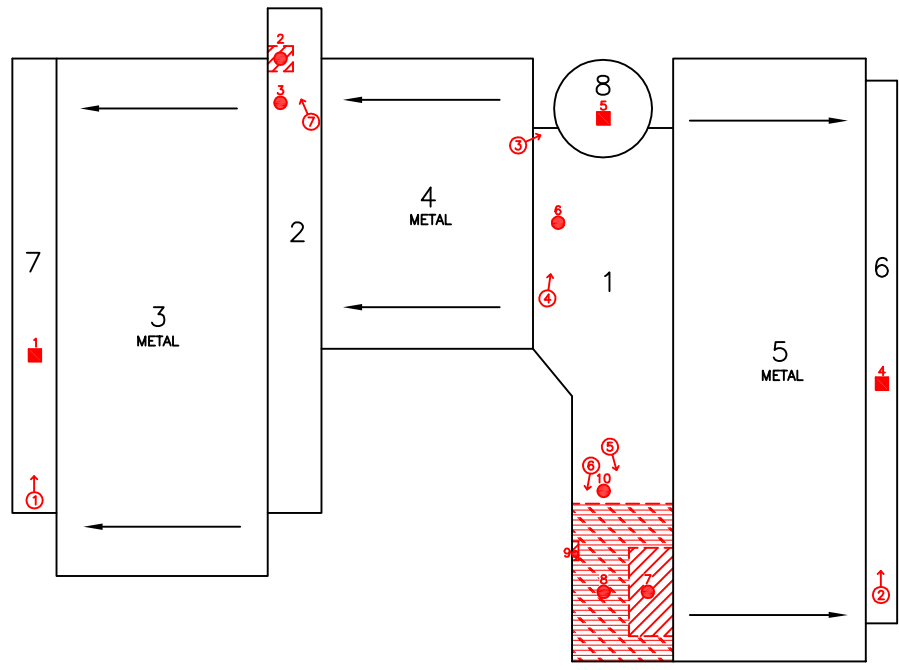
1. Garland Canada Final Report – Roof Layout Diagram
2. Proposed Capital Project Sheet

Respectfully submitted,

Aaron McMullen, Facilities Manager /
Building Maintenance Coordinator

Shawn Everitt, Director of Community
Services

For more information, please contact:
Shawn Everitt
severitt@thebluemountains.ca
519-599-3131 ext. 281



NOTES

TOTAL SQUARE FOOTAGE
SCANNED: 3,348
TOTAL SQUARE FOOTAGE
WET: 416
ROOF AREAS SCANNED:
SECTIONS 1, 2, 6, 7 & 8.

LEGEND

- WET INSULATION
- DAMP INSULATION
- MOISTURE LADEN MEMBRANE
- PONDED AREAS
- UNEVEN AREAS OF MOISTURE
- MOISTURE PROBE
- CORE CUT
- V-CUT
- PHOTO VANTAGE POINT
- BUILDING OUTLINE
- ANOMALY OUTLINE
- EXPANSION JOINT
- DRAIN
- HVAC UNIT
- POWER VENT
- CAPPED CURB
- PIPE

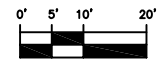


ALL DIMENSIONS TO BE VERIFIED BY THE CONTRACTOR

JOB NUMBER: SC2414616	<p>NORTH</p>
SCANNED: MAY 12, 2017	
VERIFIED: MAY 24, 2016	

CUSTOMER:
TOWN OF THE BLUE MOUNTAINS

LOCATION:
L. E. SHORE MEMORIAL LIBRARY
173 BRUCE STREET SOUTH
CITY: THORNBURY, ON. | DRAWN BY: K. WAINWRIGHT | SCALE: 1" = 10'-0"



Public Library Roof Replacement

Project Number	6-650-	Description
Department	Community Services	To replace the 4 sections of flat roof and remediate the water damages inside due to a failing roof system at the LE Shore Memorial Library.
Year of Initiation	2016	
Completion Date	2016	
Submitted by	S. Everitt	
Flexible	No	
Capital	Yes	
Accessibility	No	

Category	Details
Purpose	To replace the original flat roofs to repair problem areas identified through Health and Safety Inspections and specific roof inspections
Strategic Plan	Goal #5: Ensure that our infrastructure is sustainable
Environmental Impact	To continue to provide and ensure safe working environments

Budget								
Expenditures	Total	2016	2017	2018	2019	2020	2021	Account
Materials	\$ -							62000
Advertisements	\$ -							62125
Courier	\$ -							63010
Professional Fees	\$ -							63100
Legal	\$ -							63105
Engineering	\$ 30,000	\$30,000						63115
Consulting	\$ -							63120
Contract Services	\$ 245,000	\$245,000						63125
Contingencies	\$ 25,000	\$25,000						63126
Additional Equipment	\$ -							64010
Replacement Equipment	\$ -							64011
Additional Vehicles	\$ -							64020
Replacement Vehicles	\$ -							64021
Interim Financing	\$ -							63210
Expenditures Total	\$ 300,000	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	
Funding								
Federal Grants	\$ -							53005
Provincial Grants	\$ -							53010
Municipal Act 326/391	\$ -							54012
Developer Contributions	\$ -							57013
Revenue Fund - Taxes	\$ -							54011
Revenue Fund - User Fees	\$ -							54011
Reserves	\$ -							54032
Reserve Funds	\$ -							54046
Internal Debt	\$ 300,000	\$ 300,000						58100
Funding Total	\$ 300,000	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	

Notes to Expenditures and Funding Tables	Map or Picture of Project
<p>Potential Cost Savings/Costing Driver</p> <p>Roofing estimate based on information provided by roof suppliers, remediation costing is an estimate based on the limited information available until roof is opened up from the exterior surface</p>	
<p>Operational Expenditures Impact</p> <p>Annual roof maintenance costs will need to be factored into the facility maintenance budget for the Library</p>	
<p>Funding Sources - Grants/Reserves/Etc.</p> <p>Staff suggests that funding be sourced through other capital project cost savings and project reprioritization</p>	

CHECK:	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
---------------	----	---	----	---	----	---	----	---	----	---	----	---	----	---	----	---	----	---

4. Duties of the Board

4.1 The Chairperson shall:

- 4.1.1 Preside at all meetings of the Board in accordance with the Libraries Act and the Bylaws of the Board
- 4.1.2 Act as the official spokesperson of the Board
- 4.1.3 Act as the Board's official liaison with the CEO.
- 4.1.4 Act as a signing officer of the Board
- 4.1.5 Prepare the agenda for each meeting of the Board in consultation with the CEO.
- 4.1.6 Act as the official representative of the Board to the community both in public and in private meetings.
- 4.1.7 Act on behalf of the Board in the intervals between regular Board Meetings and make decisions on behalf of the Board in emergency or unusual situations. The Chair will make every reasonable attempt to consult with Board Members prior to exercising this responsibility.
- 4.1.8 Advise the Vice-Chairperson, if for any reason, the Chairperson is temporarily unable to perform these functions.
- 4.1.9 Shall remain in office for a period of not less than two years.
- 4.1.10 The Board Chairperson and one additional member of the Board is responsible for conducting an annual performance evaluation of the CEO in accordance with the procedures as set out in these Bylaws.

4.2 The Vice Chairperson shall:

- 4.2.1 Act as Chairperson in the event of the Chairperson's absence or inability to act.
- 4.2.2 Act as a signing officer of the Board.
- 4.2.3 Remain in office for a period of not less than 1 year.

4.3 Duties of Board Members

- 4.3.1 To attend Board Meetings regularly.
- 4.3.2 To fulfil legal responsibilities according to the Public Libraries Act of Ontario.
- 4.3.3 To approve and submit all reports required or requested by the Municipal Council or the Government of Ontario.
- 4.3.4 To develop policies and bylaws for the Library.
- 4.3.5 To determine library goals and objectives appropriate to the needs of the community and re-examine these periodically; as part of this process to review and update the strategic plan.
- 4.3.6 To become acquainted with the operation of the Library. It is understood that trustees will:
 - (a) Refer problems not covered by the Board policy or regulations to the Board as a whole for discussion and decision making;
 - (b) Refer queries of administrative nature to the CEO;
 - (c) Refrain from making any statement which may give the impression that such a statement reflects the corporate opinion of the Board on any matter not already covered by Board Policy or discussed at a meeting of the Board. See Code of Conduct.
- 4.3.7 To work with the CEO to prepare a budget that adequately reflects the library's needs and to present a balanced budget to the Town on an annual basis.
- 4.3.8 To explore all areas of financial resources available for the improvement of the Library.
- 4.3.9 To become familiar with library developments which are taking place in Ontario and elsewhere.
- 4.3.10 To keep elected representatives at all levels of government informed of the library's progress and needs.
- 4.3.11 If seeking reappointment for a subsequent term, to apply in writing to the Town Clerk.