



**Central Branch Renovation Committee Minutes  
Meeting 2017-04 held Monday, March 6, 2017 – 4:00 PM  
British Whig Building, 310 King Street**

In attendance:

Library Board: Monica Stewart (Committee Chair), Barbara Aitken, Claudette Richardson

KFPL Staff: Laura Carter (Director, Branch Experience), Andrew Morton (Manager, Facilities)

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

Regrets: Ralph Gatfield, Patricia Enright (Chief Librarian / Chief Executive Officer; Mary Glenn (Administrative Support), Chris Ridgley (Budget Analyst)

**1. Approval of Agenda**

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

**2. Closed meeting:**

**2.1. That the committee move In Camera to consider the following items involving the security of the property of the Board:**

2.1.1. Review of Tenders Received and Recommendations

2.1.2 Project Scope / Project Budget / Project Schedule

It was moved by B. Aitken and seconded by C. Richardson that the Committee move In Camera to consider items involving the security of the property of the Board (4:05 PM) Carried

It was moved by C. Richardson and seconded by B. Aitken that the Committee rise from In Camera (5:02 PM). Carried

Report from the Closed Meeting (Motion)

It was moved by C. Richardson, seconded by B. Aitken and carried that:

The Central Branch Renovation Committee supports the recommendation of the Project Management team of the Office of Facility Management & Construction Services of the City of Kingston to enter into an agreement with Everstrong Construction Ltd. for the sum of \$7,992,099.00 being the lowest qualified bidder.

**3. New Business / Other Business:**

There was no other business.

**4. Adjournment and next meeting date:**

The meeting was adjourned at 5:05 PM. The next meeting will be held on Friday, March 17, 2017 at 8:30 AM – Councillors’ Lounge, 3rd floor, City Hall (Update: the March 17 meeting was cancelled)

**Appendix A – Action / Follow up items**

Action Items	Who	✓	Comments
<b>4.2. Budget</b> - will find out what is included in the signage and wayfinding budget line.	L. Carter		Waiting for response from consultant
Wayfinding – bring a recommendation or strategy	R. Crothers		Will be discussed at the signage meeting on March 20
4.4 consult with MAAC regarding the selection of Children’s furniture	L. Carter		Ongoing
<del>S. Kanellos will schedule a meeting to discuss signage – preferably for right after March break.</del>	S. Kanellos	✓	Meeting set for March 20
<del>Service agreement – distribute revisions before next committee meeting for discussion.</del>	R. Crothers	✓	