



**Central Branch Renovation Committee Minutes  
Meeting 2017-16 held Friday, December 8, 2017 – 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), Mary Glenn (Administrative Support), Andrew Morton (Manager, Facilities- arrived at 9:00 AM), Chris Ridgley (Budget Analyst)

City of Kingston: Rob Crothers (Project Manager)

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

**1. Approval of Agenda**

The meeting was called to order at 8:45 AM.

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

**2. Approval of Minutes of Minutes of Meeting 2017-15 held November 24, 2017**

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

**3. Business Arising from the Minutes**

**3.1. Action Items (chart)**

Vending Machines (area under stairs) – Laura reported HDR has assured us that there is enough space in the area under the stairs. R. Crothers has measured the space and reported that the height is 6'2".

Operations plan – will be discussed later during the meeting.

Christmas Construction schedule – This was reported on at the Project Management Committee (PMC) meeting on Monday. There will be no activity for 3 days over Christmas and then they are scheduled to be back on site.

Safety issues (site report) – R. Crothers reported that the contractor has cleaned up the site and there is better lighting which addresses the issues raised in the site report.

#### **4. Updates**

##### **4.1. Construction Update**

R. Crothers reported on the lighting in the basement (Bishop's House) discussed at the last meeting where a few options were presented. That area will be used for storage only.

R. Crothers recommended not changing the existing design but to add protective cages around the light fixtures.

R. Crothers reported that the company providing the millwork was at the construction meeting yesterday. It was a positive meeting and they will work within the schedule that we have.

R. Crothers reported that the ceiling on Levels 1 & 2 are somewhat complicated; however, things are moving forward. The ceiling has been laid out on the floor and there are mock ups for the electrical, mechanical, and sprinkler system components.

The third floor is being ground and will be leveled in preparation for carpet installation.

A. Morton arrived at this time (9:00 AM).

There are a few other mechanical and electrical issues which are being worked out including a new storm sump pit and relocation of two heat pumps.

Concrete slabs have been poured throughout the building so the workers can now walk around the building normally. The concrete for the sidewalk for Bagot Street will be poured next week and then the sidewalk will be returned to the public for use. A. Morton said that once the fence has been removed, the contractor will be required to look after snow removal for the sidewalk on Bagot Street.

##### **4.2. Quality Control Update**

There was nothing new to report.

##### **4.3. LEED Report Update**

There was nothing new to report.

##### **4.4. Commissioning Report**

There was nothing new to report.

##### **4.5. Communication Plan**

L. Carter reported that we have received a draft Communications Plan from the consultant. She and P. Enright have reviewed it and are recommending timelines.

**4.6. Relocation of Operations**

P. Enright reported that there have been a few issues with parking at St. Remy Place recently. A. Morton has contacted the owner who reported that the entire complex is now full. The owner is building a new parking area to meet the demand and is committed to providing us with the parking spaces specified in the contract.

**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.

(9:09 AM) Carried

It was moved by B. Aitken and seconded by R. Gatfield that the Committee rise from In Camera (9:32 AM). Carried

**6. New Business / Other Business:**

There was no other business.

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

It was moved to adjourn the meeting at 9:33 AM. The next meeting will be held on Friday, January 5, 2018 at 8:30 AM – Poolside Training Room, Artillery Park.

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

Action Items	Who	✓	Comments
Wayfinding	L. Carter / R. Crothers		Ongoing - ensure that signage and visibility strips on glass walls meet FADS
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