



**Central Branch Renovation Committee Minutes  
Meeting 2018-01 held Friday, January 12, 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), Mary Glenn, Andrew Morton (Manager, Facilities), Chris Ridgley (Budget Analyst), Amy Rundle (Administrative Support)

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 8:32 AM.

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

**2. Minutes of Minutes of Meeting 2017-16 held December 8, 2017**

It was moved by B. Aitken and seconded by R. Gatfield that the minutes be approved as distributed (with two minor revisions). Carried

**3. Business Arising from the Minutes**

**3.1. Action Items (chart)**

Wayfinding – Nothing new to report. Laura questioned the letters for visibility and was assured they were fine.

Consult with MAAC regarding the selection of Children's furniture – Discrepancy on pricing for certain items. Need to get prices in writing before contracts are awarded.

Operations Plan – Nothing to add at this time.

Reducing Greenhouse Gas Emissions – Nothing to add at this time.

## **4. Updates**

### **4.1. Construction Update**

R. Crothers reported that the current key issues are exterior grading by HDR and the basement mechanical C.O.

R. Crothers reported that the Bagot St. sidewalk has been returned to the public.

R. Crothers reported that the electrical contractor has been inspecting the electrical fixtures that have been delivered and has found a few that are damaged.

The contractor has been advised that we are not removing the concrete slab at the entrance.

R. Crothers reported that the sprinkler contractor is on site in the Bishop's House.

R. Crothers reported that the building should be transferred from generator power to regular power at the end of the month.

Windows should arrive mid-February.

R. Crothers stated that a decision needs to be made whether to hoard (enclose) the exterior wall area and heat it to allow the mason to finish the new brick installation. R. Crothers is leaning towards this as a preferred sequence to ensure getting this portion of construction done before spring.

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

R. Crothers states that we are receiving good quality for the work being done.

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

R. Crothers reported that installation of duct work is being monitored.

We are following the lead of other project consultants.

### **4.4. Commissioning Report**

An introductory meeting was attended.

FMCS will contact our commissioning agent prior to commissioning new equipment.

### **4.5. Communication Plan**

Laura plans to update the KFPL website with information obtained from today's meeting.

Information and materials have been received from Make It Matter Media.

### **4.6. Relocation of Operations**

A.Morton is working on the RFP for the move back to Central. He hopes to have the RFP completed by the end of February.

**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.

(8:45 AM) Carried

It was moved by B. Aitken and seconded by R. Gatfield that the Committee rise from In Camera (9:11 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 9:14 AM. The next meeting will be held on Friday, January 26, 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
C.O. Tracking Sheet – check formula	R. Crothers		Ensure that formula in the New Contract Amount – Original Contract Amount column is functioning properly

<b>Action Items</b>	<b>Who</b>	✓	<b>Comments</b>
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