



**Central Branch Renovation Committee Minutes  
Meeting 2018-02 held Friday, February 9, 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), Andrew Morton (Manager, Facilities), Chris Ridgley (Budget Analyst), Amy Rundle (Administrative Support)

City of Kingston: Rob Crothers (Project Manager)

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

**1. Approval of Agenda**

The meeting was called to order at 8:31 AM.

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

**2. Approval of Minutes of Meeting 2018-01 held January 12, 2018**

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

**3. Business Arising from the Minutes**

**3.1. Action Items (chart)**

Change Order Tracking Sheet – R. Crothers has checked the formulas used in the tracking sheet and they are fine.

Change Order Tracking Sheet, Add A. Morton's C.O.s – A. Morton has provided R. Crothers with a list of the Change Orders that need to be added to the tracking sheet.

**4. Updates**

**4.1. Construction Update**

A current Construction Schedule was distributed by R. Crothers.

R. Crothers attended a meeting yesterday that was encouraging with regards to the completion date.

Coordination issues have arisen between the drywaller and the architect. All issues have been identified.

R. Crothers reported that the ceiling can be ordered

The contractor is working through a difficult installation with lighting and sprinklers.

L. Carter arrived at this time. (8:38 AM)

Basement block walls are complete, pumps have been installed in mechanical rooms and sprinkler rough-ins are almost finished.

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

Quality of work continues to be good.

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

R. Crothers attended a meeting last week with the consultants. Consultants are now able to contact suppliers directly for information – don't have to wait for contractors to report.

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

R. Crothers has been in communication with Jones Lang LaSalle (JLL) for Commissioning Report.

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

L. Carter updated the KFPL website with current information and photos.

L. Carter and P. Enright met with P. Gaudreau to discuss the communications plan. Draft timelines and press releases were among the items presented.

Construction signs need to be updated with the current opening date. Stickers can be made.

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

Nothing to report.

### **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 R. Gatfield and seconded by B. Aitken that: The Committee move In Camera to consider items involving the security of the property of the Board. (8:48 AM)

Carried

It was moved by R. Gatfield and seconded by B. Aitken that the Committee rise from In Camera (9:15 AM). Carried

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

R. Crothers received an email from the Sydenham District Historical Association regarding a memorial for Lily Inglis. The Association would like to donate a sketch Lily did of the Bishop’s House, with biographical information attached, to the Library. They are proposing to frame it in consultation with the Library and would like it to be displayed in a prominent location.

P. Enright noted our Donation Policy, under which the sketch would become a Deed of Gift and belong to the Library.

There was discussion about having input into the biographical content.

R. Crothers suggested an email be sent to the Association outlining our Donation Policy.

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

It was moved to adjourn the meeting at 9:28 AM. The next meeting will be held on Friday, February 23, 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		Checked. Fine.
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