



**Central Branch Renovation Committee Minutes  
Meeting 2018-04 held Friday, April 6, 2018 – 8:30 AM  
Poolside Training Room, Artillery Park**

In attendance:

Library Board: Monica Stewart (Committee Chair), Ralph Gatfield

KFPL Staff: Patricia Enright (Chief Librarian / Chief Executive Officer), Laura Carter (Director, Branch Experience), Amy Rundle (Administrative Support)

City of Kingston: Rob Crothers (Project Manager)

Regrets: Barbara Aitken, Speros Kanellos (Director, Facility Management and Construction), Marissa Mascaro (Construction Manager), Andrew Morton (Manager, Facilities), Chris Ridgley (Budget/HR Analyst)

**1. Approval of Agenda**

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

**2. Approval of Minutes of Meeting 2018-03 held March 9, 2018**

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

**3. Business Arising from the Minutes**

**3.1. Action Items (chart)**

Wayfinding

The exterior sign was approved by Council.

The Wayfinding RFP closed. Two responses were received.

**4. Updates**

**4.1. Construction Update**

R. Crothers distributed recent photos from the site and reported the following regarding the construction progress:

- ✓ A mock-up of the cement floor finish was done in the janitor's room and the results were favourable.

- ✓ Many of the light fixtures have been installed on the main floor allowing for a sense of the final lighting and design.
- ✓ The ceiling grid is being installed on the main floor.
- ✓ Adjustments have been made with the heat pumps to make them accessible.
- ✓ Covers are needed for exposed rain water levers. Working with HDR on a solution.
- ✓ Finishing work is underway on the third floor. Some of the final paint colours have gone up, washrooms have been tiled and fixtures have been installed and the balcony railing has been raised.
- ✓ A new sump hole has been dug in the basement to separate sanitary and storm water.
- ✓ Work is continuing on getting 3-phase power connected for the elevator. When power has been restored, testing and repairs can begin.

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

R. Crothers reported that the work being done continues to be of good quality. The contractor is doing mock-ups in advance of final work, verifying the quality of caulking around installations, and monitoring the temperature-sensitive blue-skin on the exterior of the building before continuing with brick work.

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

Open pipes have been covered with plastic to keep them dry and clean.

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

Consultations will begin in the near future with Jones Lang LaSalle (JLL) to determine a plan.

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

Make it Matter Media created a timeline document for us to use.

L. Carter will update the Central Renovations portion of the KFPL website.

L. Carter has been invited to speak at one of the Rotary Club meetings about Kingston Library service.

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

Have a letter sent out to the landlords of the two temporary locations stating the Library's intention to extend the leases for the month of August.

**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 M. Stewart that: The Committee move In Camera to consider items involving the security of the property of the Board. (8:58 AM) Carried

It was moved by R. Gatfield and seconded by M. Stewart that the Committee rise from In Camera (9:35 AM). Carried

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

Nothing to report.

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

It was moved to adjourn the meeting at 9:36 AM. The next meeting will be held on Friday, April 20, 2018 at 8:30 AM – Poolside Training Room, Artillery Park

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

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