



Central Branch Renovation Committee Minutes
Meeting 2018-05 held Friday, April 20, 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), Chris Ridgley (Budget/HR Analyst), Amy Rundle (Administrative Support)

City of Kingston: Rob Crothers (Project Manager)

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

1. Approval of Agenda

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 2018-04 held April 6, 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)

C.O. Tracking Sheet

A.Morton's Change Orders are now included the Financial Reports.

4. Updates

4.1. Construction Update

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

- ✓ Work is progressing well on the exterior wall. The masons are present whenever weather permits. The vapour barrier was tested and more material was added in some areas. Coordination with the window installation is taking place.

- ✓ The window contractor is on site. They are progressing through the building, replacing existing windows with new, taking care to ensure the Blueskin membrane is wrapped around all frames.
- ✓ Work is continuing in the basement. Mechanical contractors are on site and the installation of the sump to separate storm/sewer is proceeding.
- ✓ The ceiling grid is being installed on the main floor and is proceeding faster than expected.
- ✓ Steel ceiling supports have been installed in the main floor washroom and drywall can now be installed.
- ✓ The floor transition into the Parish House has been determined and will be poured soon.
- ✓ A change is needed to the conduit routing for the security camera in the Parish House.
- ✓ Carpet has been installed on the 3rd floor.
- ✓ Landscaping will begin when the brickwork has been completed.

4.2. Quality Control Update

Nothing to report.

4.3. LEED Report Update

Nothing to report.

4.4. Commissioning Report

Nothing to report.

4.5. Communication Plan

The sign at the construction site has been updated and now acknowledges the summer re-opening.

An update will be posted on the library website.

4.6. Relocation of Operations

Follow-up should take place with City of Kingston staff with regards to the status of the lease extension process for the two temporary locations.

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. (8:49 AM) Carried

It was moved by R. Gatfield and seconded by B. Aitken 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, May 4, 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
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