



**Central Branch Renovation Committee Minutes
Meeting 2018-07 held Friday, May 18, 2018 – 8:30 AM
Poolside Training Room, Artillery Park**

In attendance:

Library Board: 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/HR Analyst), Amy Rundle (Administrative Support)

City of Kingston: Rob Crothers (Project Manager), Speros Kanellos (Director, Facility Management and Construction)

Regrets: Monica Stewart (Committee Chair)

1. Approval of Agenda

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

2. Approval of Minutes of Meeting 2018-06 held May 4, 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)

Wayfinding

This can be removed from the chart.

Consult with MAAC regarding the selection of Children's furniture

This can be removed from the chart.

C.O. Tracking Sheet

This can be removed from the chart.

4. Updates

4.1. Construction Update

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

- ✓ A test package for the painted brick was completed. A small area on the back balcony was chosen for the test.
- ✓ The site is very busy with a good deal of individual scheduling with trades taking place.
- ✓ Concrete footings are being poured along the front of the building for retaining walls, stairs, ramp and planters.
- ✓ All interior lights have been installed.
- ✓ The ceiling grid has been installed on the first and second floors. The ceiling tiles will be one of the last things to be installed.
- ✓ The transition between the library and Parish House on the first floor is ready to be poured.

4.2. Quality Control Update

R. Crothers reviewed changes in the plan. A copy will be distributed with the minutes so the committee can review and comment on it at the next meeting.

The quality of work continues to be good.

4.3. LEED Report Update

Nothing to report.

4.4. Commissioning Report

Arrangements have been made for Jones Lang LaSalle (JLL) to be onsite for the start-up of machinery. Consultants will provide assistance by observing the start-up process and training staff. JLL will work with A. Morton to review operating instructions and seasonal maintenance.

4.5. Communication Plan

Nothing to report.

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 S. Kanellos that: The Committee move In Camera to consider items involving the security of the property of the Board. (8:43 AM) Carried

It was moved by S. Kanellos and seconded by R. Gatfield that the Committee rise from In Camera (9:51 AM). Carried

6. New Business / Other Business:

Nothing to report.

7. Adjournment and next meeting date:

It was moved to adjourn the meeting at 9:52 AM. The next meeting will be held on Friday, June 1, 2018 at 8:30 AM – Poolside Training Room, Artillery Park

Appendix A – Action / Follow up items (items in grey to be removed for next minutes)

Action Items	Who	✓	Comments
Wayfinding – ensure that signage and visibility strips on glass walls meet FADS	L. Carter / R. Crothers	✓	Completed
Consult with MAAC regarding the selection of Children’s furniture.	L. Carter	✓	Completed
Operations plan	R. Crothers A. Morton		Ongoing
C.O. Tracking Sheet – add Andrew’s C.O.s	A.Morton/R.Crothers	✓	Completed