



**Central Branch Renovation Committee Minutes
Meeting 2018-08 held Friday, June 1, 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), Andrew Morton (Manager, Facilities) (arrived at 8:53 AM), Chris Ridgley (Budget/HR Analyst), Amy Rundle (Administrative Support)

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

Regrets: Barbara Aitken

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 2018-07 held May 18, 2018

It was moved by R. Gatfield and seconded by S. Kanellos that the minutes be approved as distributed (with a minor revision). Carried

3. Business Arising from the Minutes

3.1. Action Items (chart)

Operations Plan

Nothing to report.

Central Implementation Team

A team of staff is meeting bi-weekly to discuss the transition into the new space.

4. Updates

4.1. Construction Update

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

- ✓ Landscape work will be taking place soon along Johnson and Bagot Streets, including the excavation and disposal of additional soil.
- ✓ Mechanical and electrical work is progressing well.
- ✓ Lighting is continuing to be installed.
- ✓ Drywallers are working through the weekend to complete work.
- ✓ Millwork is expected to be delivered to the site soon.
- ✓ Most of the glass is on site. Some pieces of custom-coloured glass still to arrive.
- ✓ Masons are working around the back of the building.
- ✓ Work is progressing on interior front stairs. Engineers require a steel beam underneath the new entrance floor for support that will be placed soon.
- ✓ Elevator repairs will begin next week.

4.2. Quality Control Update

Nothing to report.

4.3. LEED Report Update

Nothing to report.

4.4. Commissioning Report

In order for the final project to achieve the LEED Silver Target for environmental design, Jones Lange Lasalle (JLL) needs a clean building for commissioning. Completing the commissioning floor-by-floor, as proposed by Everstrong, poses problems for systems that operate throughout the entire facility and could affect our final LEED certification. Commissioning will now occur all at once beginning the end of July.

4.5. Communication Plan

L. Carter will add new photos to the project website.

A communication plan has been discussed with Make It Matter Media.

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. (8:49 AM) Carried

It was moved by R. Gatfield and seconded by S. Kanellos that the Committee rise from In Camera (10:18 AM). Carried

6. New Business / Other Business:

Nothing to report.

7. Adjournment and next meeting date:

It was moved to adjourn the meeting at 10:19 AM. The next meeting will be held on Friday, June 15, 2018 at 8:30 AM – Poolside Training Room, Artillery Park

Appendix A – Action / Follow up items

Action Items	Who	✓	Comments
Operations plan	R. Crothers A. Morton		Ongoing
Central Implementation Team	L. Carter		Ongoing