



**Central Branch Renovation Committee Minutes  
Meeting 2018-09 held Friday, June 15, 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), 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 2018-08 held June 1, 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)**

Operations Plan

Nothing to report.

Central Implementation Team

Nothing to report.

**4. Updates**

**4.1. Construction Update**

R. Crothers reported the following regarding the construction progress:

- ✓ Drywall touch-ups are underway and approaching completion.

- ✓ Mechanical and electrical work is continuing.
- ✓ Another tree needs to be removed, with work taking place soon.
- ✓ Masonry work at the rear of the building, replacing deteriorated brick at grade level, is now complete.
- ✓ Masons have returned to the Johnson St. facade to complete brick repairs.
- ✓ First section of painted brick has been completed and the match is very good.
- ✓ Installation of some flooring will begin next week.
- ✓ Overall, work is progressing well.

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

Nothing to report.

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

LEED process is ongoing. Information continues to be collected by Everstrong and HDR.

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

A tentative schedule for Commissioning is in place. Facilities staff will be brought in to survey ceiling-mounted equipment prior to the installation of ceiling tiles.

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

Library staff will be meeting with Make It Matter Media to discuss story ideas for the communication plan on Monday.

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

L. Carter is meeting with HDR this morning to discuss the rehangng of Central's art collection.

### **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. (8:48 AM) Carried

It was moved by R. Gatfield and seconded by B. Aitken that the Committee rise from In Camera (9:52 AM). Carried

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

Nothing to report.

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

It was moved to adjourn the meeting at 9:53 AM. The next meeting will be held on Friday, June 29, 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