



**Central Branch Renovation Committee Minutes  
Meeting 2018-10 held Friday, June 29, 2018 – 8:30 AM  
Poolside Training Room, Artillery Park**

In attendance:

Library Board: Monica Stewart (Committee Chair), Barbara Aitken

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), Speros Kanellos (Director, Facility Management and Construction)

Regrets: Ralph Gatfield, Andrew Morton (Manager, Facilities), Chris Ridgley (Budget/HR Analyst)

**1. Approval of Agenda**

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

**2. Approval of Minutes of Meeting 2018-09 held June 5, 2018**

It was moved by B. Aitken 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

Remove from the chart.

Central Implementation Team

Remove from the chart.

**4. Updates**

**4.1. Construction Update**

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

- ✓ Brick work was halted temporarily this week on the Johnson Street façade to accommodate steel work and lintel repair.
- ✓ Excavation has taken place in preparation for the planters near Bagot Street.
- ✓ Final excavation along Johnson Street will take place when scaffolding is removed from the site.
- ✓ Masons are completing brick repairs near the old loading dock.
- ✓ Painters have begun work on the first floor and in the basement.
- ✓ Flooring installation will proceed over the next few weeks.

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

R. Crothers reported that all work completed is of good quality.

- ✓ A floor levelling preparation is being used.
- ✓ Expansion joints are being placed during the installation of the Stonhard floors to prevent cracking.
- ✓ Exterior wall repairs have addressed previous moisture issues and the painting of the new brick to match existing brick is almost indistinguishable.

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

LEED process is ongoing. Invoices have been received from both HDR and Everstrong for fees relating to LEED. R. Crothers has requested more information from both parties.

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

A schedule for Commissioning is in place and should begin on August 15<sup>th</sup>.

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

A media release was distributed following the Council meeting on June 26<sup>th</sup> regarding the lease extensions at the temporary locations.

R. Crothers and L. Carter were interviewed by CKWS TV on June 27<sup>th</sup> at the Central Branch.

The KFPL website has been updated to reflect the fall re-opening. L. Carter will add information about the Genealogy collection remaining at Turner throughout the summer.

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

Lease extension agreements were sent out to both landlords.

**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 M. Stewart and seconded by B. Aitken that: The Committee move In Camera to consider items involving the security of the property of the Board. (9:01 AM) Carried

It was moved by B. Aitken and seconded by M. Stewart that the Committee rise from In Camera (10:13 AM). Carried

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

Nothing to report.

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

It was moved to adjourn the meeting at 10:13 AM. The next meeting will be held on Friday, July 13, 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. Merton		Ongoing
Central Implementation Team	L. Carter		Ongoing