



**Central Branch Renovation Committee Minutes
Meeting 2018-11 held Friday, July 13, 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), Chris Ridgley (Budget/HR Analyst), Andrew Morton (Manager, Facilities), Amy Rundle (Administrative Support)

City of Kingston: Rob Crothers (Project Manager)

Regrets: Barbara Aitken, Laura Carter (Director, Branch Experience), Speros Kanellos (Director, Facility Management and Construction)

1. Approval of Agenda

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

2. Approval of Minutes of Meeting 2018-10 held June 29, 2018

It was moved by M. Stewart and seconded by R. Gatfield that the minutes be approved as distributed. Carried

3. Business Arising from the Minutes

There was no business arising from the minutes.

4. Updates

4.1. Construction Update

R. Crothers reported the following regarding the construction progress:

- ✓ Painting of the bricks on the Johnson Street façade is ongoing and the quality is good.
- ✓ Masons are working on the upper roof and have closed in the old loading dock entrance with brick.
- ✓ The third floor is approximately 95% complete.

- ✓ The second floor is progressing well. There is now carpet down in the book storage area. Lights have been adjusted in the large meeting room. Preparation is complete for the Teknion walls. The railing is finished around the stairs and installation of ceiling tiles and lights are being coordinated above the stairs.
- ✓ The steel contractor is on site finishing the stairs near the Parish House and shop drawings for the interior stairs in the main entry should be available today.
- ✓ The Bell fibre-optic line has been lowered.
- ✓ Concrete planters have been installed along Bagot Street.
- ✓ Sumps are now in and waiting to be hooked up.
- ✓ The elevator is working. Waiting for the arrival of a hydraulic pump to complete the repairs.

4.2. Quality Control Update

R. Crothers reported that work completed continues to be good quality and issues arising are being corrected.

4.3. LEED Report Update

LEED process is ongoing. R. Crothers distributed and discussed a report from Stephenson Engineering. A checklist from HDR detailing the status of items was also distributed in preparation for submittal.

4.4. Commissioning Report

No changes to report.

4.5. Communication Plan

P. Enright reported that correspondence has been sent to donors requesting permission to publicize the donations

P. Enright will be speaking to the Rotary Club of Kingston at a meeting on July 27. The presentation will focus on KFPL's strategic goals and will include highlights of recent branch improvements.

4.6. Relocation of Operations

A. Morton reported that that shelving will be delivered and installed mid-September. Communication will take place with the moving company later today to schedule the move of books.

P. Enright will follow up with the landlords of the temporary locations for the return of signed agreements for the recent lease extension.

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 M. Stewart that: The Committee move In Camera to consider items involving the security of the property of the Board. (8:53 AM) Carried

It was moved by R. Gatfield and seconded by M. Stewart that the Committee rise from In Camera (9:16 AM). Carried

6. Other Business:

6.1. Terms of Reference – Review

The terms of reference were distributed for review. Committee members will forward any comments or suggestions to A. Rundle and further discussion will take place at the next meeting.

7. Adjournment and next meeting date:

It was moved to adjourn the meeting at 9:20 AM. The next meeting will be held on Friday, July 27, 2018 at 8:30 AM – Poolside Training Room, Artillery Park.