



**Central Branch Renovation Committee Minutes**  
**Meeting 2018-12 held Friday, July 27, 2018 – 8:30 AM**  
**Poolside Training Room, Artillery Park**

In attendance:

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

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

**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 2018-11 held July 13, 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 distributed Site Report #26 and reported the following regarding the construction progress:

- ✓ Construction is progressing and the project is moving closer to being finished.
- ✓ The site experienced water issues along Bagot Street and in the basement portion of the Parish House, during the heavy rain last week. It is anticipated that completion of the planters and pavers around the exterior of the Parish House will correct the issue.

- ✓ Work on the exterior was delayed due to rain. Masonry work and window installation will proceed after the parapet roof is completed.
- ✓ Work is progressing on the new staircase in the building entry.
- ✓ Mechanical equipment has been installed and is being readied for commissioning.
- ✓ Ceiling tiles are being installed throughout the building.
- ✓ Carpet installation is progressing well.
- ✓ Everstrong and Teknion are coordinating the installation of glass walls for the 1<sup>st</sup> floor program space and 2<sup>nd</sup> floor meeting rooms.

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

Nothing to report at this time.

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

LEED requires a letter from the owner and occupant of the building indicating the intent to retain ownership and occupancy of the building for at least ten years.

R. Crothers will procure a letter from the City of Kingston expressing the municipality's intention to retain ownership of the building at 130 Johnson Street for ten years or longer. P. Enright will provide a letter on behalf of the Board to express the Library's intention to remain in the building for ten years or longer.

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

The consultant is prepared and waiting for confirmation of commissioning dates. Everstrong has been reminded that completion of the pre-commissioning checklist is required. Commissioning is scheduled to begin on August 21<sup>st</sup> and is expected to take a week to complete.

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

Nothing to report at this time.

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

The lease extension agreements for both temporary locations have been signed by the landlords and received by the library.

**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. (8:49 AM) Carried

It was moved by R. Gatfield and seconded by B. Aitken that the Committee rise from In Camera (9:30 AM). Carried

**6. Other Business:**

**6.1. Project Charter and Terms of Reference – Review**

According to the Committee's Terms of Reference, the Terms of Reference are to be reviewed every six months. The Public Libraries Act (R.S.O. 1990, c. P.44 s. 16.1) requires that only members of the Board are eligible to vote during a meeting of a Board Committee. The distinction between voting and non-voting members will be added to the document. Version control will also be added. The revised document will be distributed to the Project Management Committee and Board in September.

It was moved by B. Aitken and seconded by R. Gatfield that the Terms of Reference be amended as discussed. Carried

**6.2. Meeting Rooms – naming opportunities**

P. Enright reported that we have yet to receive sponsorship for the meeting rooms at the Central Branch. Discussion took place to decide if the meeting rooms will be numbered or given generic names in the absence of sponsors. It was determined that the meeting rooms will be numbered, as planned, and altered if sponsors come forward.

It was moved by B. Aitken and seconded by R. Gatfield that meeting rooms at the Central Branch will be distinguished by number unless sponsorship is received.

Carried

**6.3. Building Plaque**

L. Carter asked the Committee for guidance regarding a building plaque for the renovated branch. A. Morton will provide the Committee with images of the original building plaque from Central along with those from other KFPL branches. R. Crothers will follow up with City staff to determine the current guidelines used by the municipality. Further discussion will take place at the next meeting.

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

It was moved to adjourn the meeting at 10:00 AM. The next meeting will be held on Friday, August 10, 2018 at 8:30 AM – Poolside Training Room, Artillery Park.