



**Central Branch Renovation Committee Minutes
Meeting 2018-13 held Friday, August 10, 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),

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

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

1. Approval of Agenda

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

2. Approval of Minutes of Meeting 2018-12 held July 27, 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

There was no business arising from the minutes.

4. Updates

4.1. Construction Update

R. Crothers reported on the construction progress from Site Visit Report #29 circulated August 9, 2018.

4.2. Quality Control Update

There was no update on quality control.

4.3 LEED Report Update

There was no update on LEED.

4.3. Commissioning Report

Commissioning is scheduled to begin September 4, 2018.

4.4. Communication Plan

L. Carter will provide an update on the logistics of the move.

P. Enright spoke to the Rotary Club of Kingston-Frontenac at a meeting on August 8th.

4.5 Relocation of Operations

R. Crothers reported that the move in dates have been communicated to the contractor. We may not have occupancy when the move is scheduled to start. The shelving is scheduled to be delivered and installed starting September 10th and the books starting September 17th.

There was a meeting with KFPL and FMCS staff to discuss the coordination of the BAS. Both KFPL and FMCS staff will have access to the system.

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. (8:40 AM)
Carried

It was moved by and seconded by that the Committee rise from In Camera (9:15 AM).
Carried

6. Other Business:

6.1. Terms of Reference – approval of revisions

The terms of reference were discussed at the last meeting.

6.2. Building Plaque

The committee reviewed photographs of the building plaques from the Isabel Turner, Calvin Park and Central (1978) Branches. The committee preferred the Isabel Turner plaque because it shows a community at work. S. Kanellos noted that the plaque must meet accessibility standards. L. Carter suggested that HDR's wayfinding/signage staff be engaged to develop the plaque. L. Carter and P. Enright will bring suggested wording to the next committee meeting.

Because there will be no pay telephone in the building, there may be space in the entrance.

It was recommended that the 1978 plaque be installed on the second floor near the Mechanics' Institute plaque.

7. Adjournment and next meeting date:

It was moved to adjourn the meeting at 9:30 AM.

The next meeting will be held on Friday, August 24, 2018 at 8:30 AM – Poolside Training Room, Artillery Park.