



**Central Branch Renovation Committee Minutes
Meeting 2018-14 held Friday, August 24, 2018 – 8:30 AM
Poolside Training Room, Artillery Park**

In attendance:

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

KFPL Staff: Andrew Morton (Manager, Facilities), Amy Rundle (Administrative Support), Lester Webb (Director, Outreach and Technology)

City of Kingston: Rob Crothers (Project Manager)

Regrets: Patricia Enright (Chief Librarian / Chief Executive Officer), Laura Carter (Director, Branch Experience), Speros Kanellos (Director, Facility Management and Construction), Chris Ridgley (Budget/HR Analyst)

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 2018-13 held August 10, 2018

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

3. Business Arising from the Minutes

3.1. Building Plaque

The committee accepted the proposed design.

It was noted that Gary Oosterhof was elected to City Council in May 2017, replacing Richard Allen. The plaque design will be changed to reflect this.

4. Updates

4.1. Construction Update

Site Visit Reports #30, #31 and #32 were distributed and discussed. R. Crothers reported the following regarding the construction progress:

- ✓ Insurance adjusters and an independent consultant have visited the site to assess flood damage and advise next steps. Dehumidifiers are now in place and affected drywall is being removed. Another assessment will take place next week.
- ✓ One of the exterior scaffolds has been removed to allow for the gas line connection.
- ✓ Work is continuing on the parapet. Waterproofing is taking place and the roof will be completed next week.
- ✓ Some windows have yet to be installed.
- ✓ Painters continue their work matching new exterior brick to the existing brick on the Johnson Street façade.
- ✓ The liquid applied flooring is being installed on the second floor.

4.2. Quality Control Update

The quality of work being completed continues to be good.

The Quality Control Plan will be updated with regards to closing the building exterior and traffic control.

4.3. LEED Report Update

R. Crothers reported that the new building will be considered for a LEED Best Practice Award.

4.4. Commissioning Report

Commissioning has been delayed and is now scheduled to begin on September 19th.

4.5. Communication Plan

A message was sent to Board members to inform them of the flood damage sustained on August 15th.

An update about the flood damage was also posted to the Central Renovation Project page on the KFPL website.

4.6. Relocation of Operations

Nothing to report at this time.

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 B. Aitken that: The Committee move In Camera to consider items involving the security of the property of the Board. (8:51 AM)

Carried

It was moved by R. Gatfield and seconded by B. Aitken that the Committee rise from In Camera (9:48 AM). Carried

6. Other Business

There was no further business to discuss.

7. Adjournment and next meeting date:

It was moved to adjourn the meeting at 9:49 AM.

The next meeting will be held on Friday, September 7, 2018 at 8:30 AM – Community Room, Calvin Park Branch.