



Central Branch Renovation Committee Minutes
Meeting 2018-15 held Friday, September 7, 2018 – 8:30 AM
Community Room, Calvin Park Branch

In attendance:

Library Board: Barbara Aitken, Ralph Gatfield

KFPL Staff: Patricia Enright (Chief Librarian / Chief Executive Officer), Laura Carter (Director, Branch Experience) (arrived at 8:34 AM), Andrew Morton (Manager, Facilities), Chris Ridgley (Budget/HR Analyst), Amy Rundle (Administrative Support)

City of Kingston: Rob Crothers (Project Manager)

Regrets: Monica Stewart (Committee Chair), Speros Kanellos (Director, Facility Management and Construction)

1. Approval of Agenda

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

2. Approval of Minutes of Meeting 2018-14 held August 24, 2018

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

3. Business Arising from the Minutes

3.1. Building Plaque

In response to a recent complaint, the Board will review commemorative plaques at the C.O.W. meeting on October 10, 2018.

4. Updates

4.1. Construction Update

Site Visit Reports #33 and #34 were discussed. R. Crothers reported the following regarding the construction progress:

- ✓ Insurance adjusters and environmental consultants have assessed the site for a second time. More drywall is to be removed. The area of carpet on the second floor

that sustained water damage has been assessed by the manufacturer and will need to be replaced to maintain the warranty. A report from the elevator consultant is due today and a report on possible mechanical issues with the boiler will take place when gas is turned on at the site.

- ✓ Interior painting is progressing.
- ✓ Excavation work along the Johnson Street façade is now active. A concrete base is being poured and additional soil removal is taking place.
- ✓ A small repair is taking place on the exterior Parish House wall along Bagot Street.
- ✓ Preparations are underway for the sidewalk repair on Bagot Street.
- ✓ Painting of the new exterior brick on the Johnson Street façade is almost complete.
- ✓ Undercoat for the liquid applied flooring on the second floor is being applied today. The finish coat will be applied next week.
- ✓ Windows are complete in all areas except the front elevation.
- ✓ Work continues on additional sprinklers and the architectural glass walls.

4.2. Quality Control Update

The quality of work being completed continues to be good.

4.3. LEED Report Update

Nothing to report at this time.

4.4. Commissioning Report

A binder containing pre-commissioning test files is located on site. Contractors will complete and sign required paperwork as systems are tested.

4.5. Communication Plan

P. Enright and R. Crothers were interviewed by CKWS on September 6th.

The timeline in the most recent update on the Central Renovation Project page of the KFPL website was amended.

4.6. Relocation of Operations

An update will be provided when final assessments of remediation repairs are available.

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. (8:49 AM)
Carried

It was moved by R. Gatfield and seconded by B. Aitken that the Committee rise from In Camera (10:03 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 10:03 AM.

The next meeting will be held on Friday, September 21, 2018 at 8:30 AM – Poolside Training Room, Artillery Park.