



**Central Branch Renovation Committee Minutes**  
**Meeting 2018-16 held Friday, September 21, 2018 – 8:30 AM**  
**Poolside Training Room, Artillery Park**

In attendance:

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

KFPL Staff: Patricia Enright (Chief Librarian / Chief Executive Officer), Laura Carter (Director, Branch Experience), Chris Ridgley (Budget/HR Analyst), Amy Rundle (Administrative Support)

City of Kingston: Rob Crothers (Project Manager), Speros Kanellos (Director, Facility Management and Construction) (arrived at 9:09 AM)

Regrets: Andrew Morton (Manager, Facilities)

**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 2018-15 held September 7, 2018**

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

**3. Business Arising from the Minutes**

There was no business arising.

**4. Updates**

**4.1. Construction Update**

Site Visit Reports #35 through #39 were discussed. R. Crothers reported the following regarding the construction progress:

- ✓ The parapet roof has been installed. The roofing contractor will return to complete the roof over the bay windows and some areas of flashing.
- ✓ Masons are completing repairs around the parapet roof and bay window.
- ✓ Tile has been installed in the lower level washroom.
- ✓ The flooring contractor is working on interior stairs (nosing, treads, etc.).

- ✓ Brick painters remain on site doing touch-ups.
- ✓ The steel contractor is now on site and installation of the stairs is progressing.
- ✓ Forms for the sidewalk repair on Bagot Street have been reframed.
- ✓ Coordination is taking place between the contractor, consultants and Kingston Fire Rescue to ensure requirements are met.

#### **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**

Commissioning has been postponed.

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

L. Carter will provide an update on the KFPL website noting recent progress.

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

Relevant parties will be contacted to reschedule moving dates and furniture/shelving deliveries.

### **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. (9:07 AM)  
Carried

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

S. Kanellos left at this time (10:03 AM).

### **6. Other Business**

There was no further business to discuss.

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

It was moved to adjourn the meeting at 10:04 AM.

The next meeting will be held on Thursday, October 4, 2018 at 8:30 AM – Poolside Training Room, Artillery Park.