



**Central Branch Renovation Committee Minutes  
Meeting 2018-17 held Friday, October 19, 2018 – 8:30 AM  
Poolside Training Room, Artillery Park**

In attendance:

Library Board: Monica Stewart (Committee Chair), 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: Barbara Aitken, 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 2018-16 held September 21, 2018**

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

**3. Business Arising from the Minutes**

There was no business arising.

**4. Updates**

**4.1. Construction Update**

Site Visit Report #43 was distributed and discussed. R. Crothers reported the following regarding the construction progress:

- ✓ Pouring of the concrete sidewalk is in progress. Work has been completed on Bagot Street and will continue next week along Johnson Street.
- ✓ Work on the hydronic heating system will take place next week, prior to pouring the cement for the ramp.

- ✓ Landscaping and tree planting might be delayed until spring 2019 to ensure a successful outcome.
- ✓ Installation of the remaining glass windows is an ongoing challenge between Everstrong and the glass contractor.
- ✓ The bay window overlooking Johnson Street is ready for glass and will be finished soon.
- ✓ Soil and fill that was removed from the front exterior continues to be moved to a disposal site.
- ✓ Replacement carpet has arrived and will be installed once all windows are in place.
- ✓ Paint and touch-ups need to be completed throughout the building.
- ✓ The architectural wall contractor will complete work once shortened glass panels arrive on site.
- ✓ The liquid applied flooring contractor will be complete installation once the elevator has been repaired, allowing the floor grinder to reach the second floor. Remaining work will take approximately one week to complete.
- ✓ To avoid damage due to cold temperatures, Everstrong will maintain temporary furnaces on site until Utilities Kingston completes the natural gas connection.
- ✓ Cables have been pulled for door access controls. Connections will be finished when doors arrive on site.
- ✓ Cabling has been run for security cameras. Switches will be installed when IT rooms have been secured with doors.
- ✓ Bell and fibre optic have been connected.

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

No changes to report at this time.

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

R. Crothers reported that site conditions required for the commissioning process (clean, dust-free) will also be acceptable for the LEED consultants.

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

Commissioning is now scheduled to begin on November 5<sup>th</sup> and will require two weeks to complete. Pre-commissioning reports are being completed by sub-contractors.

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

A new update, with photos, has been posted on the KFPL website. L. Carter will work on another update for the coming week.

CKWS has contacted L. Carter with an interview request to discuss recent progress and a potential move-in date.

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

Landlords of the two temporary locations have approved an extension until December 31, 2018. Any additional extensions would need Council approval.

L. Carter reported that storage costs are now being charged by the furniture companies due to the delay.

### **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 M. Stewart that: The Committee move In Camera to consider items involving the security of the property of the Board. (9:04 AM)  
Carried

It was moved by R. Gatfield and seconded by M. Stewart that the Committee rise from In Camera (9:29 AM). Carried

### **6. Other Business**

P. Enright inquired if committee members would like to visit the site and see recent progress. It was agreed that a tour would be scheduled.

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

It was moved to adjourn the meeting at 9:32 AM.

The next meeting will be held on Friday, November 2, 2018 at 8:30 AM – Poolside Training Room, Artillery Park.