



**Central Branch Renovation Committee Minutes  
Meeting 2018-18 held Friday, November 2, 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), Andrew Morton (Manager, Facilities) (arrived at 8:33 AM), Chris Ridgley (Budget/HR Analyst), Amy Rundle (Administrative Support)

City of Kingston: Rob Crothers (Project Manager),

Regrets: Barbara Aitken, Laura Carter (Director, Branch Experience), 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 2018-17 held October 19, 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**

A. Morton arrived at this time (8:33 AM).

Site Visit Report #45 was distributed and discussed. R. Crothers reported the following regarding the construction progress:

- ✓ Remaining floor penetrations will be completed by early next week.
- ✓ Final trenching along Johnson Street was completed yesterday and silica cells are going in. The landscape architect reported that trees can be planted when dormant.

- ✓ The hydronic heating system for the exterior ramp is being installed in preparation for the final concrete pour on November 19<sup>th</sup>.
- ✓ A new cap was poured on the existing retaining wall along the sloped walkway on Johnson Street.
- ✓ The gas supply was turned on last week and the boilers are running. Interior temperatures are warming up with the assistance of additional temporary heat.
- ✓ Glass is being installed in the second floor bay window and other openings along Johnson Street. Work should be completed by early next week.
- ✓ The liquid applied flooring and replacement carpet is scheduled for installation next week. Interior temperatures of 15° C are a required minimum for this work.
- ✓ Drywallers are on site and expect to finish remaining work within two weeks.
- ✓ Workers are beginning to clean the third floor in preparation for commissioning.
- ✓ Frames have arrived for glass in the main entranceway.
- ✓ Architectural walls will be installed on November 26<sup>th</sup>, prior to the final Fire inspection.
- ✓ Progress is taking place at somewhat increased rate but there is still a lot of work to be accomplished.

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

Issues arising are being addressed. Work continues to be of good quality.

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

Nothing to report at this time.

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

Commissioning is now scheduled to begin on November 26<sup>th</sup> and the consultant is collecting information in preparation. Gas has been turned on to the site, cleaning of the third floor is underway and the elevator is working and available for November 26<sup>th</sup> with the assistance of an operator until TSSA has approved the installation.

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

L. Carter was interviewed by Global Kingston.

Library staff will notify donors of the new proposed opening date.

#### **4.6. Move-In Planning**

A. Morton has scheduled the moving company for mid-December. It was noted that shelving and furniture will be delivered and installed prior to the move.

**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. (8:47 AM)  
Carried

It was moved by R. Gatfield and seconded by M. Stewart that the Committee rise from In Camera (9:30 AM). Carried

**6. Other Business**

**6.1. Site Tour**

It was suggested that committee members tour the site after the next meeting on November 16<sup>th</sup>. A. Rundle will make arrangements for personal protective equipment (PPE).

**6.2. Additional Meeting Dates**

It was agreed that the committee continue to meet until the end of January 2019 and assess the need for additional dates at that time.

P. Enright noted that a new KFPL Board will be appointed in December. There could be a change of Board members sitting on the committee for the 2019 meetings.

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

It was moved to adjourn the meeting at 9:35 AM.

The next meeting will be held on Friday, November 16, 2018 at 8:30 AM – Poolside Training Room, Artillery Park.