



Central Branch Renovation Committee Minutes
Meeting 2018-19 held Friday, November 16, 2018 – 8:30 AM
Poolside Training Room, Artillery Park

In attendance:

Library Board: Monica Stewart (Committee Chair), Barbara Aitken (arrived at 8:34 AM),
Ralph Gatfield

KFPL Staff: Patricia Enright (Chief Librarian / Chief Executive Officer), Laura Carter
(Director, Branch Experience), Andrew Morton (Manager, Facilities) (arrived at 8:40 AM),
Chris Ridgley (Budget/HR Analyst), Amy Rundle (Administrative Support)

City of Kingston: Rob Crothers (Project Manager)

Regrets: 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

B. Aitken arrived at this time (8:34 AM).

2. Approval of Minutes of Meeting 2018-18 held November 2, 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

R. Crothers reported the following regarding the construction progress:

- ✓ Concrete has been poured for the sloped walkway with heating pipes. The hydronic heating system will be operational after testing takes place next week.
- ✓ Concrete for the covered access ramp has been poured.
- ✓ Temporary doors for the IT rooms have been installed and set up of equipment can proceed.

A. Morton arrived at this time (8:40 AM).

- ✓ Progress on the large bay window overlooking Johnson Street continues to be delayed by coordination challenges.
- ✓ Silva cells have been installed in front of the library on Johnson Street to ensure a proper medium for tree growth.
- ✓ Masons are working throughout the site to patch areas where pipes have left holes in the brick. Painting of these areas might also be required.
- ✓ Mechanical and electrical work is progressing well.
- ✓ The elevator is scheduled to be operational next week with a Technical Standards and Safety Authority (TSSA) inspection taking place the week after.

4.2. Quality Control Update

The quality of completed work continues to be of good quality.

4.3. LEED Report Update

LEED consultants continue to collect information for the application.

4.4. Commissioning Report

Commissioning has been postponed until late-December. The change of date will not affect the LEED application.

4.5. Communication Plan

L. Carter will update the KFPL website with the recent Whig Standard article.

Facilities Management and Construction Services (FMCS) used drawings and a photograph of the library in a departmental presentation.

L. Carter has connected with the Downtown Business Association as planning for the Grand Re-Opening begins.

4.6. Relocation of Operations

An internal staff committee is meeting weekly to facilitate the relocation of staff and materials. Confirmation of the moving schedule and required staff involvement will take place later today.

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 B. Aitken and seconded by R. Gatfield that: The Committee move In Camera to consider items involving the security of the property of the Board. (8:52 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

There was no other business.

7. Adjournment and next meeting date:

It was moved to adjourn the meeting at 9:30 AM.

The next meeting will be held on Friday, November 30, 2018 at 8:30 AM – 2nd Floor Board Room, British Whig Building.