



**Central Branch Renovation Committee Minutes
Meeting 2018-20 held Friday, November 30, 2018 – 8:30 AM
3rd Floor Board Room, British Whig Building**

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), Andrew Morton (Manager, Facilities) (arrived at 8:38 AM and left at 9:11 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 B. Aitken that the agenda be approved as distributed. Carried

2. Approval of Minutes of Meeting 2018-19 held November 16, 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.

A. Morton arrived at this time. (8:38 AM)

4. Updates

4.1. Construction Update

R. Crothers reported the following regarding the construction progress:

- ✓ Concrete was poured for the walkway adjacent to the covered ramp. Two additional pours of concrete are necessary. One of the pours will add the transition grade for FADS compliance. An additional concrete pour is also required to complete the main stairs and outside exit stair # 3.

- ✓ Preparation of the stone adjacent to the barrier-free ramp has been completed. Measurements were taken yesterday for the railings. Plywood will be used as a temporary measure until glass for the railings is delivered.
- ✓ The paving contractor is scheduled to repair the pavement along Johnson Street, Bagot Street and the parking lot within the week. This will include a temporary patch around the ramp for accessibility.
- ✓ Clean up of the parking lot and garage is progressing well.
- ✓ The liquid applied floor is finished, has cured and can now be used.
- ✓ The contractor is working to organize materials and equipment stored inside the building to allow for shelving to be delivered and installed.
- ✓ Work on the sprinkler system is complete and fire alarm verification is taking place.
- ✓ Repairs to the elevator have been made and the Technical Standards and Safety Authority (TSSA) inspection has taken place.
- ✓ The plumbing contractor is doing touch up work throughout the site.
- ✓ Installation of the millwork has started. The millwork contractor is prioritizing items requiring measurements for quartz countertops.
- ✓ With the liquid applied flooring complete, the flooring contractor is now able to install the remaining carpet.
- ✓ The masons continue to clean and repair interior brick work.
- ✓ The painters are completing touch-ups throughout the building.
- ✓ Limestone for the main interior staircase has been delivered and will be installed next week.

4.2. Quality Control Update

Completed work continues to be of good quality, although ongoing challenges continue to impede necessary progress.

4.3. LEED Report Update

LEED consultants are continuing with the process.

4.4. Commissioning Report

Commissioning will take place when the building is dust-free, potentially in late-December. The commissioning consultant has agreed to break apart activities and work around staff.

4.5. Communication Plan

L. Carter will update the KFPL website during the shelving delivery and installation.

The December 14th closure of the Wellington Storefront has been communicated to staff and patrons.

A suggestion was made to contact the media during the move and be proactive with information. L. Carter will reach out to local media.

4.6. Move-In Planning

The delivery and installation of shelving begins on December 1st. The movers will begin relocating the collection on December 9th, with the relocation of staff and furniture taking place on December 15th and 16th.

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. (9:05 AM)
Carried

It was moved by B. Aitken and seconded by R. Gatfield that the Committee rise from In Camera (10:02 AM). Carried

6. Other Business

It was noted that current Board members will continue to sit on the committee until new members are appointed in January.

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, December 14, 2018 at 8:30 AM – Poolside Training Room, Artillery Park.