



**Central Branch Renovation Committee Minutes**  
**Meeting 2018-21 held Friday, December 14, 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, Andrew Morton (Manager, Facilities), Chris Ridgley (Budget/HR Analyst), Amy Rundle (Administrative Support)

City of Kingston: Jeff Rempel (Manager, Realty Construction Projects)

Regrets: Laura Carter (Director, Branch Experience), Rob Crothers (Project Manager), 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 2018-20 held November 30, 2018**

It was moved by R. Gatfield and seconded by B. Aitken 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**

J. Rempel reported the following regarding the construction progress:

- ✓ Daily meetings are being held with the contractor to outline priorities.
- ✓ The fire inspection has been completed.
- ✓ Testing of the public address system and speakers has taken place. The sound is high quality with good clarity.
- ✓ The folding wall is being installed in the 1<sup>st</sup> floor programming space.

- ✓ Limestone treads and millwork are being installed on the main stairway.
- ✓ Installation of the large bay window has been rescheduled to next week.
- ✓ Installation of the front door has yet to be scheduled. A plan is in place for a temporary door.

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

Completed work continues to be of good quality. The list of priorities being drafted with Everstrong will evolve into a deficiency list and a final quality control plan.

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

Nothing to report at this time.

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

Commissioning will take place as soon as the building is dust-free.

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

L. Carter reached out to local media about the move and was interviewed by CKWS TV.

Signage will be posted at the Wellington Storefront and St. Remy Branch directing visitors to other urban branches.

The book drop will remain at Artillery Park until Central reopens.

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

Collection items located at Turner and St. Remy will be moved today. Furniture from St. Remy and the contents of the Wellington Storefront will be moved over the weekend.

Staff and visitors entering the Central Branch require Personal Protective Equipment (PPE) until occupancy is achieved.

### **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. (8:56 AM)

Carried

It was moved by B. Aitken and seconded by R. Gatfield that the Committee rise from In Camera (9:11 AM). Carried

### **6. Other Business**

Board members currently on the committee will continue to sit until the first Board meeting in January.

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

It was moved to adjourn the meeting at 9:16 AM.

The next meeting will be held on Friday, January 11, 2019 at 8:30 AM – 3<sup>rd</sup> Floor Meeting Room, Central Branch.