



Central Branch Renovation Committee Minutes
Meeting 2019-01 held Friday, January 11, 2019 – 8:30 AM (unconfirmed)
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), 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: Speros Kanellos (Director, Facility Management and Construction)

1. Approval of Agenda

It was moved by B. Aitken and seconded by R. Gatfield that the agenda be approved as distributed. Carried

2. Approval of Minutes of Meeting 2018-21 held December 14, 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

R. Crothers reported the following regarding the construction progress:

- ✓ Partial occupancy of the building was granted for the third floor.
- ✓ Work on the second floor is progressing, focussing on key elements around the central stairway and washrooms.
- ✓ Work on the main floor is concentrated around the central stairway and front entrance.
- ✓ The basement level has been cleared of construction related materials and the concrete floor has been sealed.

4.2. Quality Control Update

Generally, work continues to be of good quality. Minor issues have arisen and are being addressed.

4.3. LEED Report Update

The LEED consultant is continuing to compile necessary information.

4.4. Commissioning Report

Pre-commissioning activities and reports are now complete. A date for commissioning will be set as millwork and other dust-generating work nears completion.

4.5. Communication Plan

A media release was distributed to announce March 23rd as the official re-opening date. KFPL's website and social media accounts were also used to communicate the news, and the Mayor and Council were notified as well. P. Enright was interviewed by CKWS-TV following the announcement.

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 B. Aitken that the Committee rise from In Camera (10:12 AM). Carried

6. Other Business

This was the last committee meeting during the 2015-2018 Board term.

M. Stewart, R. Gatfield and B. Aitken were commended for their commitment and dedication to the project.

New committee members will be appointed at the inaugural Board meeting on January 23, 2019.

7. Adjournment and next meeting date:

It was moved to adjourn the meeting at 10:14 AM.

The next meeting will be held on Friday, January 25, 2019 at 8:30 AM – Poolside Training Room, Artillery Park.