



Central Branch Renovation Committee Minutes
Meeting 2019-02 held Friday, January 25, 2019 – 8:30 AM
Poolside Training Room, Artillery Park

In attendance:

Library Board: Dave Kerr, Monica Stewart

KFPL Staff: Patricia Enright (Chief Librarian / Chief Executive Officer), Laura Carter (Director, Branch Experience), Chris Ridgley (Budget/HR Analyst), Amy Rundle (Administrative Support)

City of Kingston: Rob Crothers (Project Manager), Speros Kanellos (Director, Facility Management and Construction)

Regrets: Councillor Robert Kiley, Andrew Morton (Manager, Facilities)

1. Introductions

D. Kerr was welcomed to the committee and introductions were made.

2. Election of Chair

The election of committee chair will be deferred until R. Kiley is in attendance. M. Stewart agreed to chair the meeting pro tem.

3. Approval of Agenda

The agenda was approved as distributed.

4. Approval of Minutes of Meeting 2019-01 held January 11, 2019

M. Stewart is the only Board member remaining from the previous term. As such, the minutes from meeting 2019-01 will remain unconfirmed.

5. Business Arising from the Minutes

There was no business arising.

6. Updates

6.1. Construction Update

R. Crothers reported the following regarding the construction progress:

- ✓ The exterior of the building is almost enclosed and work is progressing well.
 - Work remains on the 3 bay windows overlooking Johnson Street. Materials for this work are on site and windows will be completed as weather conditions allow.
 - Railings for the exterior walkway are expected to arrive soon.
 - Lights and cladding need to be completed in the soffit of the covered ramp.
- ✓ The third floor is now occupied by staff and adjustments are being made to lights and heating.
- ✓ The second floor is nearing completion. Drywall touch ups are taking place around washrooms.
- ✓ Work on the first floor is concentrated around the central staircase.

6.2. Quality Control Update

Staff are working hard to ensure that all work completed is of good quality. Some deficiencies will carry into spring due to the seasonal nature of the work.

6.3. LEED Report Update

The LEED consultant continues to collect and review data. The final LEED report will be ready approximately six months after project completion.

6.4. Commissioning Report

No date has been set for commissioning as millwork and other dust-generating work continues.

6.5. Communication Plan

Library staff reported that the re-opening announcement was well-received. The Pop-Up location at Artillery Park is popular and well-used.

M. Stewart and P. Enright will be interviewed by CFRC next week.

7. Closed meeting:

7.1. That the committee move In Camera to consider items involving the security of the property of the Board

It was moved by M. Stewart and seconded by D. Kerr that: The Committee move In Camera to consider items involving the security of the property of the Board. (8:50 AM) Carried

It was moved by D. Kerr and seconded by M. Stewart that the Committee rise from In Camera (10:19 AM). Carried

S. Kanellos left the meeting at this time. (10:19 AM)

8. Other Business

There was no further business to discuss.

9. Adjournment and next meeting date:

It was moved to adjourn the meeting at 10:21 AM.

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