



**Central Branch Renovation Committee Minutes
Meeting 2019-03 held Friday, February 8, 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) (arrived at 8:31 AM), Andrew Morton (Manager, Facilities), 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

1. Election of Chair

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

2. Approval of Agenda

It was moved by M. Stewart and seconded by D. Kerr that the agenda be approved as distributed. Carried

3. Approval of Minutes of Meeting 2019-02 held January 25, 2019

It was moved by D. Kerr and seconded by M. Stewart that the minutes be approved as distributed. Carried

4. Business Arising from the Minutes

There was no business arising.

L. Carter arrived at this time. (8:31 AM)

5. Updates

5.1. Construction Update

R. Crothers reported the following regarding the construction progress:

- ✓ Glass installation remains a concern. Work continues on the bay windows as weather permits. Glass for the front entrance and exterior walkway is expected at the end of next week.
- ✓ The soffit over the accessible ramp, including lighting, will be completed next week.
- ✓ Drywall deficiencies are being corrected.
- ✓ Bicycle racks will be installed soon.
- ✓ Balancing of the exhaust system continues.
- ✓ Installation of millwork is ongoing.
- ✓ The Municipal Accessibility Advisory Committee (MAAC) inspection is scheduled for February 15, 2019.
- ✓ Installation of smoke detectors in stairwells will take place next week.
- ✓ Deficiency inspections by the engineers and architects are scheduled to take place in late-February.

5.2. Quality Control Update

Millwork and drywall deficiencies are being addressed. Additional painting of conduit and interior brick is taking place. The finished project will be of good quality.

5.3. LEED Report Update

R. Crothers read an email received from the LEED consultant outlining necessary information that remains outstanding.

5.4. Commissioning Report

Commissioning has been scheduled for February 25-27, 2019. All pre-requisite information is complete

5.5. Communication Plan

M. Stewart and P. Enright were interviewed by CFRC last week.

P. Enright reported that there were no questions regarding the project at the City of Kingston budget meeting.

6. Closed meeting:

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

It was moved by D. Kerr and seconded by M. Stewart that: The Committee move In Camera to consider items involving the security of the property of the Board. (8:47 AM) Carried

It was moved by D. Kerr and seconded by M. Stewart that the Committee rise from In Camera (9:49 AM). Carried

7. Other Business

7.1. Building Plaque

A design and cost estimate will be provided to the committee for the next meeting.

7.2. Grand Re-Opening Plans

P. Enright provided an overview of the plans for the re-opening event on March 23, 2019.

8. Adjournment and next meeting date:

It was moved to adjourn the meeting at 10:01 AM.

The next meeting will be held on Wednesday, February 20, 2019 at 8:30 AM – Poolside Training Room, Artillery Park.