



**Central Branch Renovation Committee Minutes
Meeting 2019-04 held Friday, February 22, 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), Andrew Morton (Manager, Facilities)(left and returned 9:08-9:10 AM), Chris Ridgley (Budget/HR Analyst), Amy Rundle (Administrative Support)

City of Kingston: Rob Crothers (Project Manager) (left at 10:05 AM)

Regrets: Councillor Robert Kiley, Speros Kanellos (Director, Facility Management and Construction)

1. Election of Chair

The election of committee chair was deferred to the next meeting. M. Stewart chaired the meeting pro tem.

2. Approval of Agenda

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

3. Approval of Minutes of Meeting 2019-03 held February 8, 2019

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

4. Business Arising from the Minutes

There was no business arising.

5. Updates

5.1. Construction Update

R. Crothers reported the following regarding the construction progress:

- ✓ Drywall and paint touch-ups continue throughout, along with other finishing work.
- ✓ Clean-up throughout the building is underway.
- ✓ The ceiling above the sloped walkway is nearing completion.
- ✓ Installation of the glass railing for the sloped exterior walkway is expected to take place next week.
- ✓ Remaining ceiling tiles are being installed.
- ✓ Deficiency inspections begin today.
- ✓ Beam smoke detectors will be installed in the stairways next week requiring staff to be relocated for three days. The contractor will also complete outstanding work on the third floor during this time.

5.2. Quality Control Update

R. Crothers stated that when complete the project will be of good quality.

5.3. LEED Report Update

Nothing to report at this time.

5.4. Commissioning Report

Commissioning will now begin on March 5, 2019.

5.5. Communication Plan

L. Carter added information regarding repairs to the Parish Hours exterior to the FAQ section on the website.

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 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. (8:38 AM) Carried

It was moved by M. Stewart and seconded by D. Kerr that the Committee rise from In Camera (9:46 AM). Carried

7. Other Business

7.1. Building Plaque

Draft designs were distributed and discussion took place. New designs will be provided for the next meeting.

R. Crothers left at this time. (10:05 AM)

7.2. Grand Re-Opening Plans

An outline of events was distributed and discussed. It was agreed that the Mayor and Board Chair will cut the ribbon.

8. Adjournment and next meeting date:

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

The next meeting will be held on Wednesday, March 6, 2019 at 8:30 AM – Poolside Training Room, Artillery Park.