



**Central Branch Renovation Committee Minutes
Meeting 2019-05 held Wednesday, March 6, 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), Andrew Morton (Manager, Facilities)(arrived at 8:32 AM), Amy Rundle (Administrative Support)

City of Kingston: Rob Crothers (Project Manager),

Regrets: Laura Carter (Director, Branch Experience), Speros Kanellos (Director, Facility Management and Construction), Councillor Robert Kiley, Chris Ridgley (Budget/HR Analyst)

1. Election of Chair

The election of committee chair was deferred until the next meeting. 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 2019-04 held February 22, 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:

- ✓ Installation of the entrance ramp ceiling is ongoing.
- ✓ Interior drywall and paint touch ups are taking place.
- ✓ Interior door adjustments are needed.
- ✓ Work on the exterior glass railing will begin this week. Glass panels are on site.
- ✓ Cleaners are making progress throughout the interior.
- ✓ Grills with dampers will be installed this week to assist with air balancing.

A. Morton arrived at this time. (8:32 AM)

- ✓ Work has begun on the garage sump pump.
- ✓ Labelling of pipes is now complete.
- ✓ Garbage removal in the parking lot and other exterior clean up has begun.
- ✓ Electrical beam smoke detectors are being installed in exit stairs and will be tested on Friday.

5.2. Quality Control Update

Completed work continues to be of good quality. Deficiencies are being addressed.

5.3. LEED Report Update

Nothing to report at this time.

5.4. Commissioning Report

Commissioning started yesterday and should be finished this week. Staff training is scheduled for next week.

5.5. Communication Plan

Invitations have been sent out.

Requests have been received from the media for a sneak peek. Arrangements are being made for the week prior to opening.

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. (8:51 AM) Carried

It was moved by D. Kerr and seconded by M. Stewart that the Committee rise from In Camera (10:01 AM). Carried

7. Other Business

7.1. Building Plaque

A revised design was circulated for review. Suggested revisions will be made and a final draft will be circulated via email.

8. Adjournment and next meeting date:

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

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