



Central Branch Renovation Committee Minutes
Meeting 2019-06 held Friday, April 12, 2019 – 9:00 AM
Meeting Room #2, Central Branch

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), Chris Ridgley (Budget/HR Analyst), Amy Rundle (Administrative Support)

City of Kingston: Rob Crothers (Project Manager),

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

1. Election of Chair

M. Stewart nominated D. Kerr for the position of Committee Chair. D. Kerr was elected Chair by acclamation and assumed the position of Chair.

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 2019-05 held March 6, 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:

- ✓ Occupancy has been achieved and the project is now in the deficiency period. Deficiency lists have been created and are being amalgamated by HDR.
- ✓ Building System Manuals are being drafted by the contractor.
- ✓ Everstrong will continue to be onsite to complete unfinished items and correct deficiencies. Work will be coordinated to maintain a safe environment for staff and patrons.

5.2. Quality Control Update

Identified issues with quality are being addressed through deficiency lists and contractual methods.

L. Carter will complete a walk-through with HDR to discuss signage and furniture deficiencies and obtain warranty information.

5.3. LEED Report Update

The installation of an air volume monitor has been approved. This equipment is a requirement for LEED certification but was not included in the contract documents.

After the above equipment is installed documents will be collated and an application for Silver certification will be submitted.

5.4. Commissioning Report

Commissioning of the heating system has taken place and the mechanical contractor will return to complete commissioning of the cooling system in late-spring.

The lighting contractor will be onsite May 7- 8 to make adjustments to lighting levels.

A training session for facilities staff will take place at the end of April to educate them on the location, operation and maintenance of building systems equipment. A date will be scheduled when manuals have been completed by the contractor.

5.5. Communication Plan

Local media outlets provided generous coverage of Central's re-opening.

Library staff have been approached by other public libraries to discuss the design and renovation process.

L. Carter is attending the Library As Place conference this summer and will be providing information and offering insight at sessions on space planning and problem solving.

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. (9:22 AM) Carried

It was moved by M. Stewart and seconded by D. Kerr that the Committee rise from In Camera (10:06 AM). Carried

7. Other Business

There was no further business to discuss.

8. Adjournment and next meeting date:

It was agreed that meetings will return to Friday mornings with the next meeting taking place in two weeks and monthly meetings thereafter.

It was moved to adjourn the meeting at 10:17 AM.

The next meeting will be held on Friday, April 26, 2019 at 9:00 AM – Meeting Room #2, Central Branch.