



Central Branch Renovation Committee Minutes
Meeting 2019-07 held Friday, April 26, 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), Amy Rundle (Administrative Support)

City of Kingston: Rob Crothers (Project Manager),

Regrets: Speros Kanellos (Director, Facility Management and Construction), Councillor Robert Kiley, Andrew Morton (Manager, Facilities), Chris Ridgley (Budget/HR Analyst)

1. Approval of Agenda

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

2. Approval of Minutes of Meeting 2019-06 held April 12, 2019

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

3. Business Arising from the Minutes

There was no business arising.

4. Updates

4.1. Construction Update

R. Crothers reported the following regarding the construction progress:

- ✓ The deficiency list compiled by staff and the architect was given to the contractor for review.
- ✓ Landscaping can be completed soon.
- ✓ Replacement doors for the Teknion glass wall system are due to arrive in mid-June.

4.2. Quality Control Update

Identified issues with quality are being addressed through the deficiency list and deficiency holdback.

4.3. LEED Report Update

Nothing new to report at this time.

R. Crothers will inquire about the length of time available to submit the LEED application.

4.4. Commissioning Report

Commissioning of the cooling system has yet to be scheduled.

The lighting contractor will be onsite May 6th to make adjustments to lighting levels.

BAS training for facilities staff is scheduled to take place on April 30th.

4.5. Communication Plan

Nothing new to report at this time.

5. Closed meeting:

5.1. 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. (9:15 AM) Carried

It was moved by M. Stewart and seconded by D. Kerr that the Committee rise from In Camera (10:16 AM). Carried

6. Other Business

6.1. Tracking of Outstanding Items

It was agreed that the deficiency list will be sufficient for tracking outstanding items.

7. Adjournment and next meeting date:

It was agreed that an additional meeting would be scheduled for Friday, May 10th.

It was moved to adjourn the meeting at 10:18 AM.

The next meeting will be held on Friday, May 10, 2019 at 9:00 AM – Meeting Room #2, Central Branch.