



Central Branch Renovation Committee Minutes
Meeting 2019-08 held Friday, May 24, 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) (arrived at 10:04 AM), Andrew Morton (Manager, Facilities), Amy Rundle (Administrative Support)

City of Kingston: Rob Crothers (Project Manager),

Regrets: Speros Kanellos (Director, Facility Management and Construction), Councillor Robert Kiley, 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 2019-07 held April 26, 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:

- ✓ Two construction meetings have taken place since the last Central Renovation meeting. The primary concern was completion of the deficiency list which was distributed yesterday.
- ✓ Meetings took place with both the contractor and the architect to discuss outstanding items and establish a plan for the completion of outstanding items.
- ✓ The contractor will be providing OEM manuals next week.

- ✓ Coring for two floor outlets will take place next week.
- ✓ Lights have been programmed for the basement, first and second floors. The lighting contractor will return in late-June to complete lighting on the third floor.
- ✓ The design of the exterior lights requires the fabrication of custom back boxes at an additional cost. Solutions are being explored.
- ✓ The consultant and contractor have finalized a plan to improve function of the washroom exhaust on the third floor. This will be an additional cost.
- ✓ The contractor is expected to complete the key schedule next week.
- ✓ The door for the main floor sorter room is on order.
- ✓ Working with the contractor and architect to establish a plan for the replacement of the large window by the main stairway.
- ✓ Glass for the washroom entrance has been ordered.
- ✓ Shop drawings for the corten steel are being reviewed. There is no production schedule at this time.
- ✓ Bollards need to be installed at the bottom of the ramp and corner guards are to be installed in the parking garage.

4.2. Quality Control Update

The deficiency list has been completed and distributed to all parties.

R. Crothers will inquire about the warranty on plantings and a concern that trees were planted too low.

4.3. LEED Report Update

Materials continue to be collected and reviewed.

4.4. Commissioning Report

Several items need to be fixed before the commissioning agents can return to commission the cooling and BAS systems.

4.5. Communication Plan

P. Enright reminded committee members that the library will be presented with the George Muirhead award at the Downtown Kingston AGM on May 29th.

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. (9:24 AM) Carried

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

It was moved by M. Stewart and seconded by D. Kerr to increase the upset limit for outside legal consultation to \$20,000. Carried.

6. Other Business

There was no additional business to discuss.

7. Adjournment and next meeting date:

It was moved to adjourn the meeting at 10:11 AM.

The next meeting will be held on Friday, June 7, 2019 at 9:00 AM – Meeting Room #2, Central Branch.