



Central Branch Renovation Committee Minutes
Meeting 2019-09 held Friday, June 21, 2019 – 9:00 AM
Meeting Room #2, Central Branch

In attendance:

Library Board: Dave Kerr, Councillor Robert Kiley

KFPL Staff: Patricia Enright (Chief Librarian / Chief Executive Officer), Laura Carter (Director, Branch Experience), 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, Chris Ridgley (Budget/HR Analyst), Monica Stewart

1. Approval of Agenda

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

2. Approval of Minutes of Meeting 2019-08 held May 24, 2019

It was moved by D. Kerr and seconded by R. Kiley 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 general contractor was asked to provide an updated deficiency list. This has yet to be received.
- ✓ Teknion is onsite this week correct the width of doorways on meeting rooms, study rooms and various offices in order to meet FADS requirements. This work involves shifting the glass wall panels and replacing doors and is covered by the contract document. Teknion will return in August to complete any remaining work.

- ✓ There are ongoing issues with glass, including wall glass near the main floor washrooms, replacement of an office window on the 3rd floor and the coordination of work on the front door to avoid disruption of service.
- ✓ Elevator deficiencies noted by TSA have been corrected.
- ✓ The landscaping contractor will visit the site to assess planting deficiencies.
- ✓ The traffic box at the corner of Johnson and Bagot Streets is lower than the sidewalk and needs to be corrected.
- ✓ The electrical contractor has corrected many of the electrical deficiencies and will return to complete remaining work.
- ✓ Outstanding heat pump issues need to be fixed by the mechanical contractor. This needs to be done before water and air balancing can be completed.
- ✓ Issues with exterior and interior doors have been addressed and communication has taken place regarding the key schedule.
- ✓ The shop drawings were received for the Corten steel along the Johnson Street façade. The documents were reviewed and sent back for resubmission.
- ✓ Bollards need to be installed.
- ✓ The roofing contractor has inspected various leaks and will return to repair the areas.
- ✓ The colour of stucco for the underside of the large bay window has been chosen.
- ✓ The signage/wayfinding contractor toured the site with L. Carter to review deficiencies.
- ✓ The general contractor is to send a weekly summary of completed work and an overview of upcoming work. This is not always received. A. Morton and L. Carter asked to be included on the distribution of these reports so they may keep staff apprised.

4.2. Quality Control Update

Completed work continues to be of good quality. The project schedule and communication continue to be an issue.

4.3. LEED Report Update

An update from the LEED consultant, received via email by R. Crothers, was verbally shared with the Committee. Required documentation is almost complete. The key deficit is the commissioning report which has been delayed by heat pump deficiencies and the installation of additional exhaust fans.

4.4. Commissioning Report

The commissioning agents will return to commission the cooling and BAS systems after heat pump deficiencies are corrected and additional exhaust fans have been installed.

4.5. Communication Plan

Senior staff met to discuss ways to increase awareness that the Central branch has reopened and to increase foot traffic. The gate counts are good, but circulation statistics remain low. Additionally, it is perceived that parking downtown is difficult. Initial suggestions include speaking with local media, cross-promotion with the Friends of the Library and adding video content to the website.

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 R. Kiley and seconded by D. Kerr that: The Committee move In Camera to consider items involving the security of the property of the Board. (9:25 AM) Carried

It was moved by R. Kiley and seconded by D. Kerr that the Committee rise from In Camera (10:33 AM). Carried

6. Other Business

The Chair congratulated R. Crothers and everyone involved in the Central Renovation project on receiving a George Muirhead Heritage Award from the Downtown Kingston! BIA on May 29, 2019.

7. Adjournment and next meeting date:

It was moved to adjourn the meeting at 10:34 AM.

The next meeting will be held on Friday, July 5, 2019 at 9:00 AM – Meeting Room #2, Central Branch.