



**Central Branch Renovation Committee Minutes
Meeting 2019-10 held Friday, August 30, 2019 – 9:00 AM
Meeting Room #2, Central Branch**

In attendance:

Library Board: Dave Kerr, Councillor Robert Kiley (via teleconference)

KFPL Staff: Patricia Enright (Chief Librarian / Chief Executive Officer), Andrew Morton (Manager, Facilities), Amy Rundle (Administrative Support), Lester Webb (Interim Chief Librarian / Chief Executive Officer)

City of Kingston: Rob Crothers (Project Manager)

Regrets: Laura Carter (Director, Branch Experience), Speros Kanellos (Director, Facility Management and Construction), 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 with the following amendment: move Closed Meeting forward ahead of Updates. Carried

2. Approval of Minutes of Meeting 2019-09 held June 21, 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.

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. (9:02 AM) Carried

It was moved by D. Kerr and seconded by R. Kiley that the Committee rise from In Camera (9:51 AM). Carried

4. Updates

4.1. Construction Update

R. Crothers reported the following regarding the construction progress:

- ✓ The deficiency list will be reviewed by staff next week and completed work will be inspected. Items that have become apparent as additional work is finished will be added to the list.
- ✓ Teknion will be onsite next week to finish alterations to meeting room doors.
- ✓ Steel cladding on exterior structures will take place in mid-September.
- ✓ The vault door has been removed and measurements were taken for a new door.
- ✓ The millwork contractor will be onsite next week to address deficiencies.
- ✓ The sliding glass door for the sorter room is expected to be installed soon.
- ✓ A solution has been found for the elevator sump pump. Repairs will be made next week.
- ✓ The trees along Johnson Street will be replaced this fall to correct the depth between the soil and steel grates.

4.2. Quality Control Update

Continued push for the finished product to be of good quality.

4.3. LEED Report Update

Nothing to report at this time.

4.4. Commissioning Report

Commissioning will take place once the remaining mechanical work is complete.

4.5. Communication Plan

Staff are working to increase traffic in the branch. Recent partnerships with the Kick and Push Festival and Queen's Tour of the Town were successful. Staff are also producing a video to showcase Central's meeting rooms.

5. Other Business

It was agreed that meetings will continue to be scheduled biweekly, although cancellations will take place if there is no business to discuss.

6. Adjournment and next meeting date:

It was moved to adjourn the meeting at 10:05 AM.

The next meeting will be held on Friday, September 13, 2019 at 9:00 AM – Meeting Room #2, Central Branch.