



Central Branch Renovation Committee Minutes
Meeting 2019-11 held Friday, September 13, 2019 – 9:00 AM
Meeting Room #2, Central Branch

In attendance:

Library Board: Dave Kerr (Chair), Councillor Robert Kiley, Monica Stewart

KFPL Staff: Laura Carter (Director, Branch Experience), Andrew Morton (Manager, Facilities), Amy Rundle (Administrative Support), Chris Ridgley (Budget/HR Analyst), Lester Webb (Interim Chief Librarian / Chief Executive Officer)

City of Kingston: Rob Crothers (Project Manager)

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

1. Approval of Agenda

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

2. Approval of Minutes of Meeting 2019-10 held August 30, 2019

It was moved by R. Kiley and seconded by M. Stewart 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:

- ✓ Deficiencies continue to be corrected.
- ✓ Steel cladding along the Johnson Street façade is scheduled to begin next week.
- ✓ Landscaping deficiencies have been assessed and items will be replaced.
- ✓ A dip in the main sanitary line has been discovered. Utilities Kingston has been consulted as the excavation area will straddle the property line.

- ✓ Work took place on the meeting room doors and doorways. Additional corrections need to be completed.
- ✓ A Quality Control Inspector visited the site yesterday to assess the ceiling installation and note deficiencies.
- ✓ The inline exhaust fan to draw air from the bathrooms has been installed. Drywall repairs and installation of an access panel need to be completed.
- ✓ A Change Order has been issued for the repair to the elevator sump pump.
- ✓ The stainless steel rail cap for the exterior ramp glazing is scheduled to arrive next week.

4.2. Quality Control Update

Continue to identify problems and push for corrections.

4.3. LEED Report Update

The air balancing report is not yet available.

4.4. Commissioning Report

Commissioning of the cooling system continues to be delayed by unfinished work and incomplete reports. The commissioning agent is pushing to finish by mid-October. It was noted that training sessions for staff also need to take place.

4.5. Communication Plan

Training sessions begin at Central this weekend in preparation for the launch of self-service 3D printing. Media releases were distributed.

Staff are making plans to celebrate Ontario Public Library Week from October 20 to 26, 2019.

Updates about upcoming work at Central continue to be added to the library website.

There has been a considerable amount of feedback received about the height of shelves. Staff noted that the lower shelving increases accessibility for many.

A communication plan to promote Central's meeting rooms is being drafted and will include photos and videos for 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 M. Stewart and seconded by R. Kiley that: The Committee move In Camera to consider items involving the security of the property of the Board. (9:31 AM)
Carried

It was moved by M. Stewart and seconded by R. Kiley that the Committee rise from In Camera (10:43 AM). Carried

6. Other Business

6.1. Meeting Room Plaque

Prior to the renovation project, meeting rooms at the Central branch were named in honour of individuals who contributed to library service in Kingston. It was agreed that a section be added to the new building plaque to recognize these individuals.

7. Adjournment and next meeting date:

It was moved to adjourn the meeting at 10:49 AM.

The next meeting will be held on Friday, September 27, 2019 at 9:00 AM – 3rd Floor Meeting Room, Central Branch.