

Library Facility Needs Assessment Committee (LFNAC)
November 15, 2010, 7:00PM, Town Hall
Meeting Minutes

LFNAC Members Present: Lori Tuominen, Weezie Houle, Martha Field
LFNAC Members Absent: Michele Regan-Ladd, Dale Houle
Guests: Mary Anne Antonellis, Becky Torres

Meeting called to order 7:29 PM

1. Minutes –approved November 1, 2010, minutes, as amended
2. OEA materials – Mary Anne reviewed materials received from OEA and will send them some changes and updates to ensure that the plans and written material match.
3. Massachusetts Historical Commission – During the meeting, Lori requested from Cliff Reed the US Geological Survey map for Shutesbury; it needs to be included in the Mass Historical Commission application. The map of the preliminary site plan title should state New Shutesbury Library rather than M.N. Spear Library. After the elevations are received from OEA, the application will be submitted.
4. Lori met with the Planning Board on November 20, 2010. The Planning Board approved the design for the purpose of the grant application and for obtaining funds while allowing for future design changes in building and parking. The Planning Board discussed the width of the in-road and material to be used for the in-road (Trap Rock Gravel vs. pavement). The in-road will probably be paved because of higher maintenance cost with TRG and the need to keep it cleared in winter weather.
Lori informed the Planning Board that the preliminary design is a good fit for the Library Building Program and that it incorporated all community input. If the grant is awarded, the preliminary plans will inform the next phase.
5. Grant Application - We discussed draft sections of the grant application.

Becky will talk with Town Counsel regarding the deeding of part of Lot032 to the library and whether this is necessary.

Differences between the Library Building Program capacity numbers and the building design will be explained in the grant application. For example, there are only two computers shown in the design when there are really four computers in the building program and the design description and there is room for four in the design.

We reviewed master list of grant section assignments.

Weezie will handle the photos for inclusion in the application.

Mary Anne will check with MBLC regarding the LEED certification sheets included in the application and what is to be completed.

6. Next steps

Send all possible grant pieces to Weezie by Friday morning, Nov 19th, and she will compile all the sections to date. Weezie will send compiled draft to Lori and Lori will send the draft to Mark for an initial review for discussion at our Nov 29th meeting. Hopefully, we will send an almost final draft to our editor the first week of December.

7. Next Meeting Dates

- November 29, 2010, 7PM
- December 6, 2010, 7PM

Meeting adjourned 9:25PM

Respectfully submitted,
Martha Field