

**Library Facility Needs Assessment Committee
(LFNAC)
July 22, 2009
7:00PM
Town Hall
Discussion Notes**

LFNAC Members Present: Mary Anne Antonellis, Martha Field, Michele Regan-Ladd, Karen Traub
Absent: Lori Tuominen, Dale Houle, Weezie Houle
Guest: Mark Sullivan, D.A. Sullivan & Sons, Inc.
Becky Torres

There was no quorum; these are notes from the informal discussion among people present.

1. Minutes - not discussed due to no quorum
2. Town Assessors map of Lot 032 was shared with Mark Sullivan.
3. Wetlands Delineation – Mary Anne met with Chuck Doshi on July 22nd and visited the land in back of Town Hall and Lot 032. Land in back of Town Hall already has been determined to have no wetlands. Mr. Doshi will send LFNAC a price for a wetlands delineation of Lot 032. A second price for wetlands delineation will be obtained.
4. Boundary survey – a boundary survey may be needed for Lot 032 if none is on record with the town. Leslie is looking into this for LFNAC.
5. Architect RFQ – The text of the RFQ was reviewed. Mark Sullivan will make edits.

Next Steps:

- RFQ will be posted in the Central Register starting August 5, 2009. Proposals will be due Wednesday, August 26, 2009 at 1PM. The RFQ will also be announced in *The Recorder, Hampshire Gazette and the Springfield Republican*.
- Mark will set a date for a walk through of the sites for about 10 days following the RFQ posting.
- Set ranking scheme for evaluating and ranking the proposals; Mark will develop and send a template.
- Committee receives and reviews submitted proposals.
- Committee ranks and develops a short list of 3 or 4 submitters to interview.

- Committee does reference checks of the submitters on the short list prior to interviews.
6. Building Program – Will be submitted to the Library Trustees on August 4th for approval.
 7. Updates and Announcements
 - Smart Growth Contest – MBLC declined using grant funding for prize money for the Smart Growth Contest (refer to minutes of July 8, 2009). The timing of the contest did not fit the needs of the grant and the result would not have been specific enough to the library.
 - Mary Anne informed LFNAC about some exciting upcoming library events and activities for the fall. The summer reading program is in full swing and going well.
 8. Next Steps – see above.
 9. Next meeting date:

Wednesday, August 26, 2009, 7PM – *brief* meeting to distribute proposal packets to committee members and review ranking sheets.

Wednesday, September 2, 2009, 7PM – develop short list for interviews

Discussion ended 8:30PM

Martha Field took notes.