

**Library Facility Needs Assessment Committee
(LFNAC)
February 25, 2009
7:00PM
Town Hall
Meeting Minutes**

LFNAC Members Present: Karen Traub, Mary Anne Antonellis, Martha Field,
Dale Houle, Weezie Houle, Lori Tuominen

Absent: Michele Regan-Ladd

Guest: None

Meeting called to order at 7:16 PM

1. **Minutes** - approved Feb 11, 2009, minutes as amended
2. **Grant Application Timeline** –Mary Anne & Karen reported on their meeting with Rosemary Waltos (MBLC). We anticipate a letter of intent to the MBLC will be due in January 2010 when the next grant round will probably be announced. We reviewed the timeline and Weezie will reformat.
3. **Project Manager** – Karen gave everyone information from the planning grant about hiring a Project Manager which is an activity of the design grant. Dale, Mary Anne and Karen will meet with David Dann to discuss the process. Refer to page 12a of the Planning Grant. There is \$5000 in the grant for the project manager; this person will help to coordinate hiring an architect and conducting analyses of possible sites.
4. **Library Building Program**
 - Mary Anne and Karen shared input from Rosemary (MBLC) to our current draft of our current draft of the Library Building Program. Discussed overall gross square feet. Mary Anne will talk with Rosemary about the overall size of the library.
 - Weezie distributed a next draft and we reviewed the revised Executive Summary and other details.
 - Added front porch to Entrance description
5. **Building Program Outline-** Reviewed an outlined received from Rosemary (MBLC) to ensure that all topics are included in the Library Building Program.
 - Add survey results as an appendix
6. **Plan for community feedback** – postpone to next meeting
7. **Updates and Announcements** – nothing to report

8. Next meeting date – *Tuesday*, March 10, 2009, 7PM, Town Hall

Meeting adjourned: 9:15 PM