

**Library Facility Needs Assessment Committee  
(LFNAC)**

**March 18, 2008**

**7:00 PM**

**Shutesbury Town Hall**

**Minutes**

Present: Mary Anne Antonellis, Martha Field, Dale Houle, Weezie Houle, Michele Regan-Ladd, Karen Traub, Lori Tuominen,  
Meeting called to order 7:12PM

1. **Minutes** - approved minutes of Feb 12, 2008

2. **Upcoming Forums**

Saturday, March 1, 2008, forum was cancelled due to snow

Wednesday, April 9, 2008, 7PM, Town Hall, Dale will follow-up with building reservation; Mary Anne will facilitate.

- Use the questions developed at the February LFNAC meeting to lead forum discussion.
- Distribute survey results and open-ended responses at forum.

Tuesday, May 13, 2008, 6:30PM, Shutesbury Elementary School Library

Sirius Community Forum combined with a dinner, date TBA, Karen will continue with planning.

3. **Library Building Program**

Discussed "design population" which requires about a 20-year population projection for the town, projection for year 2020

Refer to the Shutesbury Town Master Plan for population, so the Library Building Program is in sync with the Town Master Plan. Master Plan projects an approximate town population of 2,600 people in year 2025. Based on slower population growth lately due to building permit limits, the committee decided to use a population projection of 2,450 people in the year 2025.

Weezie will talk with Ann (Mass Libraries) to get advice for how best to plan for the design population and the corresponding building size. We need to consider the community space (room able to accommodate 50 people) needs of a facility along with other library functions.

Mary Anne will try to get an electronic version of the Wendell Library Building Program.

4. **Town Meeting** – May 3, 2008

Distribute survey results and open-ended responses.  
Have talking points available; see "other" agenda item.

5. **Other**

- Shared open-ended responses to survey question #14.
- All-Boards meeting, April 12, 2008, 10AM, behind the fire station. Select board, Finance Committee, and other boards will attend. LFNAC will attend as members based on our schedules.
- Talking points:
  - The charge of LFNAC is to write the Library Building Program which includes:
    - collecting input from the community - surveys and public forums
    - evaluate the current and projected population
    - evaluate the current library collection and current library facility
    - identify future space needs with this input
  - LFNAC encourages community people to visit other new libraries in our area: Leverett, Wendell, New Salem, Sunderland and Pelham.
  - LFNAC encourages community people to attend the forums and share their thoughts about the future of the M.N. Spear Library or feel free to attend a LFNAC meeting.
  - Copy of the survey results and other information are available at [www.MNSpear.org](http://www.MNSpear.org)
  - LFNAC is eager to work with all town boards to meet the library needs of the people of Shutesbury.
- Frequently Asked Questions (FAQs): started drafting FAQs.
  - Why can't we expand the current library?  
During the last Library Building Program town discussion, there was strong town opposition to utilizing the town common land, and there were many people who wanted to maintain the historic integrity of the town common.
  - Can the church be used as a town library?  
No. There is an active congregation at the church and the church is not owned by the town.
  - Are we going to build a new library?  
LFNAC is compiling all the necessary information and community input for making a recommendation for the future of the library.

6. Next meeting date: **Wednesday, April 9, 2008, following forum**

Meeting adjourned: 9:00PM  
Minutes taken and submitted by,  
Martha Field