

Library Facility Needs Assessment Committee (LFNAC)
April 13, 2010
7:00 PM
Town Hall
Meeting Minutes

These minutes show LFNAC related discussion only.

LFNAC Members Present: Karen Traub, Dale Houle, Weezie Houle, Lori Tuominen, Martha Field, Michele Regan-Ladd

Guests: Mary Anne Antonellis, Mark Sullivan, Matt Oudens, Conrad Ello, Becky Torres, Michele Sedor, Susan Personette, Jim Lee, Gary *Hirshfield*, Rob Bowen, Amy Beth, *Paul Jacobs*

Joint meeting of LFNAC and Trustees of the Spear Memorial Library

Meeting called to order: 7:08PM

Introductions

1. Minutes

- a. March 24, 2010 - submitted by Weezie, approved OEA version as amended
- b. March 31, 2010 - submitted by Weezie, approved OEA version as amended
- c. April 6, 2010 – submitted by Martha, approved OEA version with proposed amendments; OEA will rewrite #3 to give clarity to cost estimates; Martha will include other changes

2. LFNAC update

Mary Anne reviewed the LFNAC meeting held with the other town committees on April 6, 2010. Mary Anne reported that there was a lot of positive discussion at that meeting. The Selectboard and Finance committee will recommend passage of the library Trustee's warrant article (to submit a building grant to the MBLC) at the May 1, 2010, Town Meeting.

3. Community Forum – April 26, 2010; 7PM *at the Shutesbury Elementary School*; bring cookies and/or chocolate to share

4. Town Meeting – May 1, 2010

a. Finalize warrant articles

Discussed town warrant wording of “all or part of” because the MBLC grant will pay 60% of eligible costs and will not pay for 100% of grant which the word “all” implies.

Motion made and seconded: *to strike the words “all or part of” from the town warrant article.* Motion passed, with one abstention and none opposed.

b. Town Meeting handout

Susan distributed “*Town Meeting Presentation - Draft for discussion*” outlining suggestions for how to approach the presentation at the Town meeting. Discussed the agenda for the LFNAC and OEA presentation at town meeting.

- One suggestion is make a *graphic program* comparison of the small size of the current library compared with the new proposed library; this will enable people to associate a space they understand (the current library) with the new, larger library and the community room.

- For Q & A, ask the people directly: what worries people about this project?
Decision made to conduct Q & A at the end of presentation.
- Discussed how the schedule going forward could be presented with times for when townspeople will have opportunities for input

Discussed emphasis:

- Vote is to approve applying for an MBLC grant
- Brief checklist of the goals for a new library
- Building design is preliminary *with a number of future opportunities for community involvement and discussion.*
- Cost estimates are based on the building program developed by LFNAC
- Present one set of costs which includes green features
- Town debt obligation and relation to timing of paying off the elementary school

The vote will come immediately following the presentation - article #6.

Discussed sequence of presentation; plan for a maximum 30-minute presentation.

LFNAC will provide introductory statement and state the purpose of the presentation and the vote. OEA will then present the design. LFNAC and Mark Sullivan will present cost information.

c. Mailing

OEA shared a colored flyer which could be mailed next week with announcement about Community Forum on April 26th and vote at Town meeting. Decision made to use brochure as an invitation. OEA will propose some text and circulate.

d. Plan Presentation

OEA explained minor changes to the latest building plan. The current design was increased by 60 sq ft to enable an increase in the amount of storage space, coat room, and book drop; this increase was a recommendation from the MBLC. OEA gave a review of the presentation given on April 6th to the town committees *as the framework for the Town Meeting presentation and discussed edits.*

OEA Showed colored renderings of the exterior and will add interior renderings with full color for Town Meeting presentation.

5. Next steps

- a. Determine value of land – discussion postponed
- b. Perc Test- discussion postponed
- c. Geotech survey - discussion postponed
- d. Review and finalize building program – discussion postponed

6. Next meeting dates

Tuesday, April 20, 2010, 6:30PM, Town Hall

Monday, April 26, 2010 – community forum

Respectfully submitted,
Martha Field