

**Library Facility Needs Assessment Committee
(LFNAC)
May 13, 2009
7:00PM
Town Hall
Meeting Minutes**

LFNAC Members Present: Karen Traub, Mary Anne Antonellis, Martha Field,
Dale Houle, Weezie Houle,
Absent: Michele Regan-Ladd, Lori Tuominen
Guest: None

Meeting called to order at 7:10 PM

1. **Minutes** - approved minutes of April 8, 2009, as amended.

2. **Town Meeting Presentation** – well done! Weezie will send power point presentation to committee members and to Leslie.

3. **Project Manager – update**

Three proposals were received and ranked by the sub-committee. The sub-committee invited the top firm for an interview (D.A. Sullivan & Sons, Inc. of Northampton). Mark G. Sullivan, President, visited and the sub-committee checked references. The total budget is not to exceed \$7350. D.A. Sullivan has experience with a number of other public libraries in western Massachusetts. The same firm actually worked on the original M.N. Spear Library in 1902.

Next Steps:

- Contract sent to David Dann and will be shared with Shutesbury's Town Attorney. Library Trustees will approve the contract on June 2nd and Selectboard will approve contract on June 9th.
- Once contract is signed, D.A. Sullivan will draft "qualifications for an architect".
- Mark Sullivan will be invited to the next LFNAC meeting on June 10th. We will request for an adjusted timeline and schedule based on hire date.

4. **Library Building Program** – Three hard copies with comments and corrections were returned to the library. These edits and other input will be incorporated for a next draft to be sent to D.A. Sullivan before the June 10th LFNAC meeting.

Due to conflict of interest, Weezie withdrew her acceptance of the \$300 stipend approved at the April 8th meeting. She will remain as an active member of LFNAC.

5. **Updates and Announcements**

In one week, library patrons may borrow museum passes to Mass MOCA, the Eric Carle Museum of Picture Book Art, and the Springfield Quadrangle Museums

June 24th – Kick-off for the summer reading program

July 15th – Creature Teachers

August 17th – Evening star gazing

August 19th – End of summer reading program, Science is Magic program

6. **Next meeting date – Wednesday, June 10, 2009, 7PM, Town Hall**