

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

June 12, 2008

Town Hall

Meeting Minutes

Present: Martha Field, Dale Houle, Weezie Houle, Karen Traub, Lori Tuominen, Michele Regan-Ladd
Absent: Mary Anne Antonellis
Guest: Frank Citino

Meeting called to order 7:10PM

1. Minutes - approved as amended
2. LFNAC Forum, Sirius Community, May 28th, 2008, Notes –
 - a. Committee discussed. The notes were shared with Henasusha of Sirius Community the day following the forum. Approved notes as amended.
3. Reports/Updates
 - a. Library Fundraising Meeting – Karen distributed her notes from this workshop. Karen, Mary Anne and Martha attended.
 - i. Preliminary fundraising will help raise community support.
 - ii. The current events at the library are building support and their success is very positive.
 - iii. Keep town well informed about the process.
4. Building Program
 - a. LFNAC members should start using the yahoo group.
 - i. Go To: groups.yahoo.com/group/LFNAC
 - ii. Use yahoo group for editing the Building Program; it is open to all town residents for viewing and to LFNAC members for posting
 - b. When Executive Summary is completed, discussed sending it to the town for feedback. The word “Draft” will be placed on all working documents. Use an electronic format. Send to Friends, town email list, SES list, ecricket (Sirius Community list), Shutesbury Athletic Club list.
 - c. Reviewed sections and who agreed to handle different parts from Nov 13, 2008 minutes
 - i. Executive Summary – Karen has started and shared
 - ii. Table of Contents – save for later, LFNAC
 - iii. Contact Names & Addresses – LFNAC

- iv. Program summary - another term for the executive summary, NA
 - v. Community Description – LFNAC – Martha; Karen will send information from long range plan – discuss at July 2008 LFNAC meeting
 - vi. Library History – LFNAC - Karen
 - vii. Governance – LFNAC – Lori – discuss at July 2008 LFNAC meeting
 - viii. Collection – Library Director
 - ix. Mission/Vision – LFNAC – Lori – discuss at July 2008 LFNAC meeting
 - x. Building Facilities- LFNAC – Weezie (projections) and Dale (current) – discuss at August 2008 LFNAC meeting
 - xi. Standard Measurements/Physical – LFNAC – Weezie (projections) and Dale (current) – discuss at August 2008 LFNAC meeting
 - xii. Projected Space Need Charts – LFNAC and Library Director, Universal Design Standards for libraries, sustainability, fragrance-free
 - xiii. Area Descriptions – LFNAC and Library Director
- d. Karen shared her work on the Executive Summary; post on the library website when Karen completes another revision
- e. Discussed finding an editor for reviewing the almost final drafts of the Building Program. There needs to be a good fit for writing style. Members will think about people who could possibly donate their service.
- f. Discussed deadline for Building Program. Anne Larson said the program should be in final form and ready for submission to the Commonwealth in December 2008. We set a deadline of September 1st for a very good, almost final draft.
- g. Reviewed Wendell Library Building Program Table of Contents – discussed level of detail to include in LFNAC’s building program
5. How to continue to get the word out and get feedback - postponed
6. Next meeting date
Wednesday, July 9, 2008, 6:30 PM, Town Hall
 Wednesday, August 20, 2008, 6:30 PM, Town Hall
 In September, start meeting regularly on the second Wednesday of the month at 6:30PM

7. Spear Library size update: Current library building is approx 760 sq ft, not including bathroom & ramp, rather than the previously understood 900 sq ft. Discussed changes that are needed for parking and access.

Meeting adjourned: 8:45PM
Minutes taken and submitted by,
Martha Field