

Library Facility Needs Assessment Committee, (LFNAC)
July 21, 2010, 7:00PM, Town Hall
Meeting Minutes

LFNAC Members Present: Dale Houle, Weezie Houle, Lori Tuominen, Martha Field
LFNAC Members Absent: Michele Regan-Ladd
Guests: Mary Anne Antonellis, Mark Sullivan

Meeting called to order 7:12PM

1. Minutes
 - a. Review June 16, 2010 minutes – approved as amended
 - b. Discuss handling drafts of minutes given new open meeting laws effective July 1st
Drafts of minutes will be sent to Lori as chair and to Mary Anne and Mark because they are not committee members.
Agenda must be sent to Leslie at least 48 hours in advance to post. Lori will have meeting wizard send out a meeting notice the week prior to scheduled meeting dates and solicit agenda items.
2. Library Building Program update – Mary Anne completed reviewing the Library Building Program for inconsistencies and typos; nothing new was added, just clarifying explanations. Mary Anne has not yet passed along the next version to Michele and will do so this week. Weezie will ensure that these clarifications are in the proper format so they can be added to the program as addendums.
3. Review results of Perc test – The June 28th perc test passed but not very well. The site will need a large raised system. Results were forwarded to OEA and OEA's civil engineer; the budget already includes the expense of a raised system. There will be one large hump and it will be placed well in back of the building and placed so as not to interfere with future uses of LotO32.
4. Hazardous Materials Testing Report – The report was just received this week. Mary Anne will review and send a copy to Mark and OEA. Mary Anne will request a PDF of the report.
5. Discuss grant sections – reviewed each section of the 2005 version of the grant application and divided the sections; the 2010 grant application will be similar
Abstract – Mary Anne
Directions – Lori
Section 1.A: General & Library Information
 1. Population – Weezie
 2. Hours – Mary Anne
 3. Automation – Mary AnneSection 1. B: Project Information- committee except for
 4. OEA
 5. Weezie
 8. Volumes, Periodicals, Computer Stations & Seating - WeezieParking spaces – OEA

Staff – Mary Anne

Meeting Room – Mary Anne

Section 1.C: Existing Building

1. Lori
2. Dale
3. Mary Anne
4. Mary Anne
5. Mary Anne - include the fiscal year 2012 long range plan which will be completed by the end of the year
6. OEA
7. Mary Anne – update the chart from the Library Building Program

Section 1.C: Proposed Building

- 1 – 5. Mary Anne

Section 1.D: Special Conditions - Will review other grant applications first

Section 1.E: Timeline – OEA

Section 2.A: Planning process – Martha

Section 2.B: The Site – Dale with information from OEA

Section 2.C: Building Program relationship to proposed project – Mary Anne & Weezie

Section 2.D: Project Design – Mary Anne & Weezie

Section 2.E: Project Description attachments - OEA

Section 3.B: Financial – NA

Section 3.C: Cost Summary – OEA

Section 3.D: Projected Funding Sources – Weezie

Section 4.A: Assurances – wait for final grant application

Section 4.B: Awarding Authority – wait for final grant application

Section 4.C: Massachusetts Historical Commission Notification – Michele, Lori will talk with Michele

Section 4.D: more Assurances – discuss with Becky

The group going to MBLC will return with copies of successful grants or at least examine how successful grant applications handled specific questions.

Send drafts of answers to open ended questions to Martha who will compile our answers for each question. Please send to Martha by August 9th.

6. Next steps – develop drafts of grant application answers
7. Next Meeting Dates
 - a. Wednesday, August 18, 2010, 7PM, with OEA - **cancelled**
 - b. Friday, August 20, 2010, all day trip to MBLC in Boston, leave Shutesbury 8:30AM
 - c. Options for another meeting:
 - Wednesday, August 25th
 - Tuesday, August 24th

Monday, August 23rd

Monday, August 30th

Wednesday, August 11th

Lori will talk with OEA to confirm one of these dates.

- d. Wednesday, September 15, 2010, 7PM – OEA will attend

Meeting adjourned 9:02PM

Respectfully submitted,

Martha Field