

**Library Facility Needs Assessment Committee  
(LFNAC)  
August 26, 2009  
7:00PM  
Town Hall  
Meeting Minutes**

**LFNAC Members Present:** Mary Anne Antonellis, Martha Field, Dale Houle,  
Weezie Houle, Karen Traub, Lori Tuominen,  
**Absent:** Michele Regan-Ladd  
**Guest:** Mark Sullivan, D.A. Sullivan & Sons, Inc.  
Becky Torres

Meeting called to order at 7:03PM

1. Minutes – postponed approval of minutes until next meeting.
2. Reviewed evaluation matrix to be used for proposals. We will all use a 0 to 5-point rating scale.

0 means the requested item was not present in the proposal

1 means the requested item met the minimum for inclusion in the proposal

2 through 4 are opinion about quality of the item

5 means the item was terrific and rated very high

Mark reminded us that it is important to read the entire document of a firm's proposal and to be thorough.

At the next meeting we will discuss our ratings. Our goal is to have 3 firms to interview.

3. Distribute proposals – Fourteen proposals were received and distributed to each LFNAC member for review for next week's meeting.
4. Updates and Announcements - none
5. Next Steps – see above.
6. Next meeting date:

**Wednesday, September 2, 2009, 7PM** – develop short list for interviews

Discussion ended 7:40PM

Respectfully submitted,  
Martha Field