

**Library Facility Needs Assessment Committee
(LFNAC)
September 10, 2008
7:00PM
Town Hall
Meeting Minutes**

LFNAC Members Present: Karen Traub – Chair, Martha Field, Dale Houle, Weezie Houle, Michele Regan-Ladd, Mary Anne Antonellis, Lori Tuominen

Absent: None

Guest: None

Meeting called to order at 7:07 PM

1. **Minutes of July 10, 2008** - clarified question on July 10th minutes and approved the July minutes as amended.
Minutes of August 20, 2008 – approved minutes as amended
2. **Hatfield Library Program** – discussed Hatfield’s plan and furnishings; the Hatfield program is for a building approximately 8,500 sq ft.
3. **Local History Room** – Karen and Mary Anne met with the Shutesbury Historical Commission. The library’s purpose is to share resources while the Historical Commission’s purpose is to preserve resources, particularly paper originals. The Historical Commission is holding items for the library. There were questions about what would happen to the current Spear Memorial Library building. Mary Anne responded that the town will decide the future uses of the current library building. Possible locations for a new library were discussed. The Historical Commission agreed that the current library could not be expanded.
The Historical Commission expressed concern about preserving the writings of Shutesbury authors even if some of those materials are no longer popular but are historically significant.
The Historical Commission did not support having the original relics and documents the Historical Commission owns be in the library for patron use, especially with handling and possible mistreatment of the documents. They are supportive to having copies of documents available and having a locked, glass display case for items and/or documents.
4. **Reference room** – decided to delay discussion until more pieces of the building program are completed.
5. **Collection holdings** – discussed the projected increases in collection holdings; reference holdings need to increase; delayed more discussion until more pieces of the building program are completed.

6. **Functional Areas List** – continued discussion from the August meeting of the Functional Areas List. Weezie kept details of changes on document draft.

- Community Meeting Room
- Community Meeting Room Kitchen
- Community Meeting Room Closet
- Storage Area with Book Drop
- Restrooms
- Janitorial Closet
- Mechanical Room – HVAC
- General Information Covering All Areas

9. **Next meeting date – Wednesday, Sept 17, 2008; 7:00PM, Town Hall**

Meeting adjourned: 9:10PM

Respectfully submitted,
Martha K. Field