

**Library Facility Needs Assessment Committee  
(LFNAC)  
October 14, 2009  
7:00 PM  
Town Hall  
Meeting Minutes**

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

**Absent:** None

**Guests:** Mark Sullivan of D.A. Sullivan & Sons, Inc.  
Becky Torres  
Matthew Oudens, Oudens Ello Architecture  
Conrad Ello, Oudens Ello Architecture

*Note: OEA minutes of this meeting are appended at the end of these LFNAC minutes.*

Meeting called to order at 7:05 PM

1. Minutes - September 30, 2009 approved
2. Discuss contract with Oudens Ello Architecture (OEA)  
Reviewed timeline and tasks.

Discussed visits to other facilities:

Visiting other town libraries: Discussed OEA and LFNAC members visiting a variety of libraries to see what works best and what would not fit well for Shutesbury. The libraries proposed for visits are Leverett, Wendell, Pelham, Sunderland, and Lunenburg. LFNAC members have already visited some of these libraries so not all members will be attending these visits. Also, it is difficult to find a time for all members.

Visiting sustainable buildings: OEA suggested visiting the Sustainable Living Center in New York because it has many possible sustainable technologies that could be incorporated into a library. The facility is about the same size as the proposed library.

Other visits: Karen has a list of possible sites which she will send to OEA and includes the Sirius Community.

- a. Schedule – next week (Oct 19<sup>th</sup>) OEA plans to have a more detailed site visit and try to visit some area libraries.

Cost Estimator: After the site visit OEA will have a cost estimator conduct a brief preliminary estimate to ensure that the current building program and proposed size and budget possibilities are realistic.

MBLC: OEA plans to meet with MBLC about four times throughout the process to ensure that the process is on course and that plans will be acceptable to MBLC. OEA has talked with Rosemary at MBLC. Rosemary is planning to come to Shutesbury on Nov 17<sup>th</sup>.

b. Milestones:

Goal is to select a site before Thanksgiving.

Goal is to have three rough design options before late December.

c. Meetings:

Discussed how to involve the larger town community with two possible forums and format options for the forums. After discussion, we decided to have OEA identify and present about 7 or 8 top points to generate community discussion with LFNAC members and get feedback at the forums.

LFNAC members suggested we hold a meeting with OEA and the town Planning Board to get their input early in the process. After discussion we decided to issue an invitation to all town committees (Select board, Open Space Committee, Town Center Committee, etc.). It will be an opportunity to glean any pertinent information that would be helpful as input at this beginning stage. Date of this meeting to be decided.

3. Start discussion of design-related issues with Oudens Ello Architecture

OEA explained “benchmarking” as a process to set limits and constraints and explore opportunities for the building. It is a process for getting information and building consensus.

Site Analysis

*The following questions and topics were proposed by OEA.*

- Decision-making history related to two proposed sites (recap of 2001 Town Meeting)
  - Discussed
- Discuss MBLC discomfort with site behind Town Hall.
  - Not discussed
- Review 2004 Purchase of Lot O-32 (e.g., what additional uses or services might this site need to accommodate in the future?)
  - Discussed, O32 is considered a multiuse site.

- Library access needs to be dedicated with separate access to the rear of the property.
- 85.7% of community thinks Library should be in the Town Center – does O-32 qualify as such?
  - LFNAC believes O-32 qualifies as the Town Center.
- Any other potential properties assessed?
  - Not discussed.
- Events and activities held at field behind Town Hall?
- Events and activities held at Town Common?
  - Karen shared a list of annual town events. A farmer's market is held behind Town Hall Saturday mornings. Indoor, large space events now happen at the SES gym or the Town Hall basement. Sometimes the Shutesbury Athletic Club is used.
- Special events and activities held/hosted by the Library?
  - Mary Anne shared a list of library events. We discussed uses of outdoor library space and outdoor story hour. We will need picnic tables. Outdoor space will need to be multiuse. We will not need an enclosed fenced place for children. The site will need to be set up to receive such structures as a rock park or amphitheater; these will need fund raising because the MBLC grant will not financially support outside structures. We decided that we will want to make the outside environment attractive and available for multiple uses.
- Impact/influence of the 2004 Town Master Plan?
  - Becky will provide OEA with a copy of the Town Master Plan.

### The Building Program

*The following questions and topics were proposed by OEA*

- Future hours of operation?
  - The building will have a life beyond the open hours of the library; there will be use of a community room; classes, art shows. Discussed pairing the history room with the community room so that it could have off-hours community access.
- Define range of community-related programs.
  - Discussed
- After hours programs and access?
  - Discussed different options for securing parts of the building.
- Other than the Community Room, are there other spaces within the Library that might benefit the community in ways other than their

assigned use? (e.g., Café? Community Porch? Adult Reading Room for literary discussions? Local History Room as an additional community space?)

- Discussed briefly
- Thoughts about outdoor programming?
  - Discussed – see above under site analysis
- Describe the Library's relationship with local school(s) and the role it plays as a social and educational hub.
  - Not discussed
- How were current square footage needs calculated? Are there areas of the program that are perhaps tight or more generous than they need to be?
  - Not discussed

#### Building Design:

*The following questions and topics were proposed by OEA*

- Discuss benchmarking objectives and findings thus far (e.g., best looking lobby, most functional work room, best circulation desk configuration, etc.).
  - Not discussed
- Are there town needs/goals beyond what is articulated in the building program that might influence how one approaches the design of the new library? (e.g., concert/band shell? children's' play area?, new ball field?)
  - Not discussed
- In addition to the single-staff mandate to have a compact, single-story design, are there any other fundamental driving forces behind a particular building design?
  - Not discussed
- Is there an interest in showcasing any of the new library's green building technologies for educational purposes? (e.g., visible mechanical room, meters showing amount of electricity generated and used, etc.)
  - Not discussed
- Impact of / support for relocating the M.N. Spear Memorial Library? Thoughts about its function and use if it were to be moved?
  - Discussed possibility of moving the current library to a new location. The town needs more office space for which the

current library could be used, particularly with its location across the street from the Town Hall, and there is need for more committee meeting space for which the current library could be used. Also, there may be political issues to take the library to another site. The town and the Library Board of Trustees will need to discuss the future use of the current library. Also, the handicapped access ramp and the composting toilets cost the town \$100,000. There is a lot of emotional attachment by townspeople to the current library. Moving the current library may be difficult politically and could jeopardize the entire project because of town controversy.

Next LFNAC meeting dates:

**Tuesday, Oct. 20, 2009, 1PM**, meet at Sunderland Library – benchmarking; other visits that day will include Leverett, Pelham and Wendell. Mary Anne will check open times.

**Thursday, Nov. 5** – benchmarking & other visits, time & location TBD

**Wednesday, Nov. 11, 2009, 7PM**, Town Hall

**Tuesday, Nov. 17, 2009, 7PM**, Town Hall

Meeting adjourned 9:20PM

Respectfully submitted,  
Martha Field

M.N. SPEAR MEMORIAL LIBRARY, Shutesbury, Massachusetts  
MEETING MINUTES

Meeting Date 10.14.09  
 Purpose **PROJECT TEAM MEETING NO. 1**  
 Location Shutesbury Town Hall  
 Prepared By Matthew T. Oudens & Conrad Ello  
 Next Meeting Benchmarking Trip 10-20-09

Attended By	Initials	Organization
Karen Traub	KT	LFNAC
Mary Anne Antonellis	MAA	LFNAC
Martha Field	MF	LFNAC
Dale Houle	DH	LFNAC
Weezie Houle	WH	LFNAC
Michele Regan-Ladd	MRL	LFNAC
Lori Tuominen	LT	LFNAC
Becky Torres	BT	Town of Shutesbury
Matthew Oudens	MO	Oudens Ello Architecture (OEA)
Conrad Ello	CE	Oudens Ello Architecture (OEA)
Mark Sullivan	MS	D.A. Sullivan & Sons, Inc (DAS)

Distributed To Attendees

The following minutes convey our understanding of the conversations and decisions reached during this meeting. We assume these minutes to be reasonably correct and accurate unless formally notified otherwise.

ITEMS DISTRIBUTED

Item	Description	Dist. By	Dist. To	Date	Format	Quantity
A	Meeting Agenda	OEA	All	11.02.09	8.5x11	1 ea.
B	Project Schedule	OEA	All	11.02.09	11x17	1 ea.

Item	Description	Status	Responsible
LFNAC-01-1.0	<b>SUMMARY</b>	Recorded	
LFNAC-01-1.1	<b>Meeting Agenda:</b> This meeting is intended to serve as: <ul style="list-style-type: none"> <li>• Kick-Off of the Shutesbury Library Feasibility Study</li> <li>• Review of project schedule, key meetings and milestones</li> <li>• Discussion of general site analysis and building program questions developed by OEA.</li> </ul>	Recorded	
LFNAC-01-2.0	<b>PROJECT SCHEDULE</b>		

Item	Description	Status	Responsible
LFNAC-01-2.1	<p>Project will be conducted in three phases over a four-month period between mid-October, 2009 and mid-February, 2010:</p> <ol style="list-style-type: none"> <li>1. Documentation/Program Review/Benchmarking (3.5 Weeks)</li> <li>2. Site Analysis (3 Weeks)</li> <li>3. Development and Refinement of Design Options (11.5 Weeks)</li> </ol> <p>The Feasibility Study should be wrapped up by mid-February, with the understanding that further refinements could be made to the Study before Town Meeting on May 2, 2010. Note: OEA has accounted for and will be available to present to the Town in early May, 2010. See attached schedule for more details.</p>	Record	
LFNAC-01-2.2	<p>Benchmarking trips will occur over the next several weeks. OEA's next trip to Shutesbury is scheduled for Tuesday, October 20 (next week) and is intended to be both a site documentation visit and a benchmarking opportunity. Benchmarking visits, which serve to build consensus with respect to both quantitative and qualitative aspects of program, design, and budget for the new Shutesbury library, should include Southampton, Pelham, Sunderland, Wendell, Leverett and possibly Lunenburg.</p> <p>The group later agreed on Thursday, November 5<sup>th</sup> as a second benchmarking day.</p>	Record	
LFNAC-01-2.3	<p>Site analysis will begin in parallel with the benchmarking visits. Upcoming Site Analysis presentations by OEA are scheduled for Wednesday, November 11<sup>th</sup> and Tuesday, November 17<sup>th</sup>. An early goal is to select a site before Thanksgiving, 2009</p>	Record	
LFNAC-01-2.4	<p>The group discussed the proper moment to engage the community. MAA suggested getting the community and various town agencies involved before a site is chosen. November 17<sup>th</sup> has been tentatively targeted as the date to invite the following groups:</p> <ol style="list-style-type: none"> <li>1. Planning Board</li> <li>2. Town Center Committee</li> <li>3. Open Space Committee</li> <li>4. Select Board</li> <li>5. Historical Commission</li> </ol>	Record	

Item	Description	Status	Responsible
	6. Abutters 7. Land use Committee		
LFNAC-01-2.5	Additional community presentations/workshops TBD, but should coincide with community events if at all possible. All community presentations should reinforce the findings of the Building Program.	Record	
LFNAC-01-2.6	OEA has identified four meeting dates with Rosemary Waltos of the MBLC. OEA has made contact with Rosemary and there is clear intention to involve the MBLC early and often. LFNAC is already expecting Rosemary Waltos on Tuesday, November 17, which coincides with OEA's second Site Analysis presentation.	Record	
LFNAC-01-3.0	<b>OEA'S DESIGN-RELATED QUESTIONS: SITE ANALYSIS</b>		
LFNAC-01-3.1	<i>Decision-making history related to two proposed sites (recap of 2001 Town Meeting)</i> Note: In 2003, Building Committee voted for site behind town hall.	Record	
-01-3.2	JB remarked that his assumption was that proposed 1/2-acre site for Rey Center did not include a town green, and that a site of that size could likely only accommodate building and related exterior activity space. JB stressed that parking should be considered early.	Record	
WC-01-3.3	JB favors multi-story approach to Rey Center in a green setting with direct link to areas for outdoor classrooms and activities and farmed areas (demonstration gardens). Likes the idea of outdoor functions going on around the perimeter of the Rey Center.	Record	
WC-01-3.4	JB suggested that Planning Committee stay ahead of community review. Be sure that we can live with a scheme before sharing it with the public.	Record	

Item	Description	Status	Responsible
WC-01-3.5	AL stated that the size of the two meeting rooms is still being considered. Smaller room will be flat floor with seating for 100 – 200. Larger room may be raked seating for 250 – 300.	Record	
WC-01-4.0	<b>NEXT STEPS</b>		
WC-01-4.1	OEA will overnight a package of drawings to JB and Tom Corcoran describing initial thoughts and possible alternative site strategies for Rey Center.	Open	OEA
	<p>Jim Burleigh  811-A Nantasket Court  San Diego, CA 92109  858-488-1761 phone  858-488-2128 fax</p>	<p>Tom Corcoran  3728 Seabrook Island Rd.  Johns Island, SC 29455</p>	
WC-01-4.2	OEA will email PDF of same slides to BC on Friday Oct. 12. BC is comfortable with OEA and JB speaking directly.	Open	OEA
WC-01-4.3	BC suggested that OEA contact Mike Norman at Horizons Engineering in Littleton, NH to obtain base plans and engineering for the area. 603-444-4111.	Open	OEA
WC-01-4.4	BC will be on vacation from Sunday Oct. 14 to Sunday Oct. 21 without access to email. Will speak with JB and TC upon return and schedule a time to speak with OEA and Rey Center.	Open	BC / RC / OEA