

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

**LFNAC Members Present:** Karen Traub –Chair, Martha Field, Dale Houle, Weezie Houle, Lori Tuominen, Mary Anne Antonellis

**Absent:** Michele Regan-Ladd

**Guest:** None

Meeting called to order at 7:15 PM

1. Minutes - approved October 22, 2008 minutes as amended
2. Updates and Announcements
  - Mary Anne updated the committee on upcoming library events including some winter festivities for children.
  - MBLC (Massachusetts Board of Library Commissioners) hired a new library construction consultant; this person is a reader for library programs submitted for funding, assesses the programs submitted and makes recommendations. She is also a resource for libraries in the writing stages of Building Programs like Shutesbury.
3. Community Room size: Lori updated the committee on the size of the Bangs Center Community Room. It is 2000 sq. ft., 50' x 40', and capacity is 149 people. Lori will investigate meeting rooms at the Jones Library, Munson Library, other rooms at Bangs, the back room at the Shutesbury Athletic Club, and the gym at Shutesbury Elementary School.
4. Library Building Program –
  - The committee discussed the library being a “zero carbon foot print” building rather than being “off the grid.”
  - Reviewed Next Steps from last meeting:
    - Michele needs to send Weezie the update of the “Projected Space Needs: Preliminary Estimate Library Materials” table; Karen sent Michele a reminder.
    - Lori is waiting to receive town economic statistics.
    - Weezie circulated her paragraph for communications. We discussed and Martha will incorporate it into the Community Profile.
  - Other Library Building Program sections:

- Governance section (p. 7 of the previous Library Building Program); Lori and Mary Anne will meet, update and send draft to Weezie.
- Building Facilities section: Dale shared his draft of description for this section. We reviewed and edited. Dale and Mary Anne will meet at the library to enhance the description and this section.

5. Next Steps:

- Weezie and Michele will complete Projected Space Needs: Preliminary Estimate Library Materials table.
- Lori will complete town economic statistics.
- Martha will complete Community Profile.
- Lori will complete Governance section.
- Dale complete Building Facilities section
- Weezie will compile a first full draft of the Library Building Program for the December 10<sup>th</sup> meeting. At the December 10<sup>th</sup> meeting, we will identify any gaps in the Library Program document. Once the gaps are completed, we will review the complete version and edit. After the edits, a version will be shared for community input and with the MBLC Small Library Consultant.

6. Next meeting date: **Wednesday, Dec. 10, 2008, 7PM**

Meeting adjourned: 8:35PM

Respectfully submitted,  
Martha Field