

Library Facility Needs Assessment Committee (LFNAC)
January 10, 2011, 7:00PM, Shutesbury Elementary School
Meeting Minutes

LFNAC Members Present: Lori Tuominen, Weezie Houle, Martha Field, Michele Regan-Ladd, Dale Houle
LFNAC Members Absent: None
Guests: Mary Anne Antonellis, Becky Torres, Mark Sullivan

Meeting called to order 7:12 PM

1. Minutes – review and approve
 - a. January 3, 2011, minutes–approved as amended
 - b. January 5, 2011, minutes – there was no quorum

2. Grant Application –review almost final version of grant application
 - a. Financial documents
 - i. LEED – adjustments made based on input with town Energy Committee
 - ii. Contingency – discussed %’s used in other library applications
 1. Design Contingency - changed from 3% to 5%
 2. Construction Contingency – changed from 3% to 5%
 3. Escalation – leave at 3%
 4. Project contingency - changed from 1% to 3%
 - iii. Municipal bonding costs – included at \$60,000 non-eligible costs
 - iv. Projected Funding Sources - adjusted based on changes in contingencies.
 - b. Abstract – reviewed wording, must be less than 200 words
 - c. Flagged redundancies – addressed with the last draft
 - d. Book donations (p. 13i) – add “bring to circulation desk”; delete “drop-off at shelves in lobby.”
 - e. Primary program spaces – reviewed edits from last draft
 - f. Special conditions –reviewed and discussed how to present the lack of Internet access in Shutesbury and that service being offered at the new library site. Charts summarizing library programming are included as tables in this section.
 - g. Sustainability section with comments from Energy committee
 - i. Change all “net zero” to “near net zero”
 - h. Cover design – discussed options sent by OEA; Mary Anne will look for other interiors from the renderings from OEA’s work
 - i. Miscellaneous:
 - i. Small staff – all set in last draft.
 - ii. “Architects” – not capitalized because it is not in the MBLC application questions.

- iii. Appendices: discussed arrangement and how to structure pagination.
- iv. Include geo-tech report and hazardous materials report.

3. Next steps:

- a. Get signatures for the assurances and certification pages.
- b. OEA will send the final version of floor plans for review by Jan 14th. LFNAC pick up OEA draft on Saturday, Jan 15th, at the Library between 10AM and Noon. Any edits will be returned to OEA for final printing Jan 16th with return of final plans from OEABack to LFNAC on Jan 19th in time to assemble on Jan 21st.
- c. Plan for final read through and last changes – Mary Anne and Weezie will make last edits and give next draft to editor and one reviewer on Thursday, Jan 13th.
- d. Print one-sided, 1 original, plus 11 copies on Wednesday, Jan 19th for pick-up Jan 20th. Mary Anne and Lori will assemble binders on Jan 21st using tabs sent by MBLC.

4. Next Meeting Dates

Final LFNAC meeting: Wednesday, February 9, 2011, 6:30 PM, Judi's restaurant

January 24, 2011 – Weezie, Mary Anne and Lori will drive to Boston with application!!! ☺

Meeting adjourned: 10:30 PM

Respectfully submitted,
Martha Field