

**Library Facility Needs Assessment Committee (LFNAC)**  
**March 3, 2010, 7:15 pm, Town Hall**  
**Meeting Minutes**

**LFNAC Members Present:** Karen Traub, Dale Houle, Weezie Houle, Michele Regan-Ladd, Lori Tuominen

**LFNAC Members Absent:** Martha Field

**Guests:** Mary Anne Antonellis, Mark Sullivan, Matthew Oudens, Conrad Ello, Paul Jacobs, Becky Torres, Andrew Webster, Rus Wilson, Eric Stocker, B.Z. Reily, and Frank Citino

1. **Meeting called to order** at 7:15pm
2. **Minutes for** February 8, 2010, approved.
3. **Warrant article for Town Meeting** – Karen & Mary Anne will continue to craft the warrant article language for Town Meeting and bring it to the Library Trustees for approval.
4. **Case Statement** for fundraising needs to be developed. Karen is working on it and Dale volunteered to talk to her.
5. **Next incarnation of building committee** – when LFNAC ends a building committee will be formed and we need to think if we want to be on it and of others who might be good candidates.
6. **Mary Anne and OE's meeting with Roe Waltos:** Roe looked favorably on all the plans. She liked one with the entrance in the middle. She pointed out little things. She strongly pushed for a Director's office and they will meet again next week. A lot of the discussion was about process and time frames. There was some talk about the site and the process of arriving at the location of the driveway. There are some site issues that need to be done. We need a geotech survey, soil boring, a perc test and a flood hazard evaluation.
7. **Library Workshop in Chicopee** – Weezie, Mary Anne, Mark and Becky went to the workshop. It covered an overview writing Building Program, LEED, Grant Application, and time tables for both.
8. **OEA design updates and discussion:**
  - a. **Option 5a Revision Summary**
    - i. **Areas for further study and refinement – get list from OE**
      1. Confirmation of stack areas
      2. Off hours closures between Library and community wings
      3. Revisions to kitchen, restrooms, storage
      4. acc
      5. Roe made suggestions to the plans: Site lines, children's toilet
    - ii. **The new plan has things sort of where they were with some improvements**
      1. Addition of a director's office 10 x 10.
      2. Off-hours areas are same place.
      3. A 3D view of floor plan and from the street was presented. Wow!
      4. Entry vestibule is protruding a bit more than it was so it will be more visible from the road.
      5. Devote the next round of modifications on renderings for Town Meeting.
      6. The next phase will include cost estimating from all engineers.
    - iii. **Square footage / Shelving Analysis**
      1. The director's office adds 120 square feet. The MBLC prefers buildings not to be under the Building Program's stated square feet but up to 10% over is acceptable.
      2. Every exit out of the main building has a covered porch. Current square footage of porches: 400(?)

3. Net square footage difference from Building Program was discussed and how each room size differs from the it.
4. Large discussion about the proposed size of the children's room. Currently it is 750 rather than the 1,000 the Building Program (BP) recommends.
5. The adult room is 1,400 rather than the 1,000 the Building Program (BP) recommends. This is due to the accommodation of the lineal feet of stacks needed and OE keeping some of the stacks 42" high.
6. Mark's comments: the areas that seem big are the airlock, lobby and staff work room.
7. Review of the staff space.
8. Lori brought up the question of the double roof and whether or not it would be better to have a single gable roof for functionality and cost. There seemed to be an acceptance for the double gable among the group after Matt explained that he feels the 4 valley's won't be a problem and we have less exterior walls than the "T" design. Also we have room for more PV if we need it (currently the south section is fully covered with no PV on the south side of the north section).
- 9.

- iv. **For the next meeting:** OE will get some hard numbers and we will review and decide if we need to reign in the square feet.

9. **Next meeting date:** Wednesday, March 24, 2010, 7:00 PM, Town Hall

**Meeting adjourned:** 9:50pm