

**Library Facility Needs Assessment Committee (LFNAC)
November 29, 2010, 7:00PM, Town Hall
Meeting Minutes**

LFNAC Members Present: Lori Tuominen, Weezie Houle, Martha Field, Michele Regan-Ladd
LFNAC Members Absent: Dale Houle
Guests: Mary Anne Antonellis, Becky Torres, Mark Sullivan

Meeting called to order 7:13 PM

1. Minutes – approved the November 15, 2010, minutes as amended
2. Grant Application –
Weezie reviewed grant sections that require text or additional input. Mark Sullivan identified next steps as filling in gaps on the current draft which we reviewed section by section. After the Dec 6th meeting, we will send to the editor. With a week or 10-day turnaround, we would send to an outside reviewer about Dec 20th.

Discussed how to display the directions and decided to include a map. Michele will re-write the directions.

Corrected number of hours worked per average week by staff from 1.3 hrs to 45 hrs. This is a correction to data supplied by MBLC. Mary Anne discussed the correction with MBLC, and MBLC approved correcting the number.

Mary Anne and Lori are meeting with Roe Waltos of MBLC on Dec 9th to review the building design.

Reviewed the FTE staff calculations and other calculations and data for Estimated Capacities, p. 6.

Reviewed grant application photos.

Add following photos:

- trap door for basement access
- four full delivery bins
- two people in an aisle to illustrate narrow aisle width
- library website photo of outside of library for the abstract page.
- site of proposed building with corners marked with folding chairs or tall, orange cones (Michele will do this.)

Add photo captions.

Lori will make bar charts or line graph to illustrate data on p. 9f.

Review list of building improvements done in 2008.

Mary Anne will make data table showing the increase in circulation and increased staffing.

Mary Anne will provide list of off-site programming for the last three years; include in an appendix.

For Section C, Pictures and Descriptive Captions of Existing Building Conditions & Site, include different photos from the ones on pages 9a-9d, even though the photos illustrate some of the same conditions. Mary Anne will talk with Roe about using photos and redundancies.

Be consistent for the number of acres of the property.

Financials (p. 23 – 24) - waiting for confirmation on budget estimates from OEA

3. Massachusetts Historical Commission
 - Waiting for OEA map and USGS map with site plan imposed over the map.
 - Include photo of questionable rock wall located midway through the property. Michele will photo.
 - Use Mary Anne for a contact for Mass Historical Commission application.
 - Michele will call Mass Historical Commission for details regarding the kinds of agency licenses that should be included.
 - For Mass Historical Commission, open space is defined as only land that is formally designated as “open space.”
4. Deed – Need to have Town Meeting approval to deed the approximate 4 acres to the Library Trustees; the Select board cannot vote for this deed change. Town Counsel advised that it is not necessary to change the deed. However, the deed change is necessary to enable using the value of the land as a portion of grant money. The impact of any deed change will be the amount of total grant funding received from the Commonwealth and not the building of a library on the town property (Lot O32).
5. Next steps
 - One more real estate estimate needed
 - Interior photos (refer to list above)
 - One site photo with corners of building marked
 - Mark will call OEA to request needed information

- Submit Massachusetts Historical Commission application; Michele will call them for some question follow-up first.
- Everyone review for content:
 - special conditions, p. 10a – 10b,
 - Site Investigation, p. 12e – 12l; bring changes to Dec 6th meeting
 - Building Program, p. 13a – 13h
 - Sustainable Features, p. 14a – 14b, 15 – 16 for Mark with OEA
- Martha review Section 2, p.12a-12d
- Funding Sources, p. 29 – Weezie and Becky will review; Mary Anne will ask Roe about how to handle Community Need Factor.

6. Next Meeting Dates

- December 6, 2010, 7PM

Meeting adjourned: 10:00PM

Respectfully submitted
Martha Field