

Library Facility Needs Assessment Committee (LFNAC)
January 3, 2011, 7:00PM, Town Hall
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 7:03 PM

1. Minutes – approved December 6, 2010, minutes
2. Mass Historical Commission application – received the approval within one week. This will be included in the grant application in the specified section.
3. Grant Application:
Review the overall comments of the reviewers:
 - There are two voices; one is a personal voice and one is professional or about the building structure. The editor did sentence structure and did not address the voice. Some sections require factual information and other sections seem to want more passion about the project. The application questions tend to ask for different voices depending on the questions. The application needs to be direct with answers and avoids a lot of duplication.
 - Compare the reviewers' comments for grammar at a later time.
 - Change 108 years to 109 years, as of 2011; search for this in the application.
 - Remove melted snake crate caption.
 - Section 1, C g: include a bulleted list of maintenance of facility – Dale
 - Section 3, D, Fund Raising plan: include plan already done- Weezie
 - Section 3, D, Library Trust Monies: ask Trustees to commit to more than \$0 – Michelle will bring to Trustees on January 4th
 - Floor Plan Review, section D, Discussion of Project Design:
 - Main Entrance, Vestibule and Lobby -
 - Add following sentences:
 - referring to shelf for book sales – Weezie
 - referring to tax forms and seasonal public information kiosk – Weezie
 - referring to delivery drivers picking up and depositing book bins on ergonomically designed platform
 - Adult Room -
 - Stacks are 90 degrees to windows to prevent damage
 - add words “eye-level” for windows
 - add words that computer stations are 90 degrees to windows to avoid glare
 - OEA delete word “Reading” from the floor plan; should be “Adult Room” not “Adult Reading Room” - Mark
 - Children's Room
 - OEA change the location of the craft counter and sink – Mark

- Add following sentences
 - referring to storage adjacent to room
 - referring to staff desk in the children's room
 - referring to "ample wall space for children's art work, bulletin boards and literature distribution" – Weezie
 - referring to computer stations at 90 degrees to windows to avoid glare
- Community Room
 - One sentence describing the use of Community Room for annual library book sale
- Restrooms & Coat closet & Kitchen–
 - Add following sentences:
 - referring to floor drains
 - referring to Men's, Women's, Children's and each having a changing table
 - referring to wheelchair accessible water fountain
 - referring to restrooms are ADA compliant
 - referring to sharing of kitchen with staff
- Circulation Desk – place the following as bullet points:
 - Add following sentences:
 - referring to the multi-tasks of the circulation desk; refer to the sentences used under Staff Workplace – Mary Anne
 - listing deliveries from Mass Library Systems and other book processing – Mary Anne
 - referring to donations received – Mary Anne
 - referring to self check out – Mary Anne
 - referring to new materials – Mary Anne
 - referring to copy machine – Mary Anne
 - referring to noise – Weezie
 - referring to wheelchair and children accessibility
 - add sentence – "Reference services are provided at the circulation desk." -Weezie
 - contact OEA to include notation of new materials on floor plan – Mark
- Young Adult Room
 - Add "movable" to "comfortable and movable seating"
- Storage Areas
 - Add section called "Storage Area"
 - Add following sentences:
 - referring to snow shovel located in janitor's closet
 - referring to "seasonal equipment storage such as rakes will be located across the street at the town highway department as they provide exterior maintenance services."
 - referring to janitor's closet

- Staff Workroom – add short section and address questions of secure location of staff personal belongings
 - One sentence referring to computer server closet with easy access
 - Staff Workplace
 - Change “such as” to “including”
4. Becky discussed meeting with the town Energy Committee and their comments about the LFNAC grant application and the issues related to LEED. Change “net zero” to “near net zero”. Becky will get edits from the town Energy Committee for sustainability sections for January 10th LFNAC meeting. Change “LEED certified” to “LEED certifiable”.
 5. Value of the land – a third real estate estimator is still needed; Mary Anne and Dale will continue to work on this.
 6. Discussed inclusion of town’s \$20,000 for planning grant to count as our match for the construction grant.
 7. Reviewed next steps from Dec.6th meeting – all set
 8. Next steps:
 - Add content as listed above.
 - Include grammar edits from reviewers.
 - Start to collect signatures for assurances.
 - Content completed by January 10th
 - OEA materials needed by January 14th – Mark will contact
 - Take to copier by January 19th
 - Send or drive by January 24th (Grant due to MBLC January 27, 4PM)
 - Need 1 original plus 7 copies for MBLC, plus 3 additional copies and collated. Copier will copy, collate and bind.
 9. Next Meeting Date:
 - Wednesday, January 6, 2011, 5:45PM, 40 West Pelham Road
 - Monday, January 10, 2011, 7PM, Town Hall

Meeting adjourned 9: 58PM

Respectfully submitted,

Martha Field