

**Library Facility Needs Assessment Committee  
(LFNAC)  
January 14, 2009  
7:00PM  
Town Hall  
Meeting Minutes**

**LFNAC Members Present:** Mary Anne Antonellis, Martha Field, Dale Houle,  
Weezie Houle, Michele Regan-Ladd, Lori  
Tuominen

**Absent:** Karen Traub –Chair (Mary Anne facilitated meeting)

**Guest:** None

Meeting called to order at 7:24 PM

We took photos to promote the town-wide reading of *The Ha-Ha* by David King.

1. **Minutes** - approved Dec 10, 2008 minutes

**2. Library Building Program**

Weezie distributed a next draft. We reviewed her edits and compared to our notes from last meeting.

- Completed data for Projected Space Needs (p.26)
- Need projected linear feet (p. 29) using workbook formula, Weezie will complete
- Reviewed number of computer terminals and/or tables for laptop use (p.17); change wording to: table(s) and chairs to seat 8
- Completed data for Book Capacity and Media Capacity (p.17)
- Completed data for Book & Item Capacity (p.18)
- Completed data for Books & Media Capacity (p. 19)
- Reviewed the Building Facility (p. 11)
- Corrected listing of Mary Anne's name under Library Directors (p.10)
- Weezie will take photos of inside library to include in the program.
- Completed Economic Statistics table (p. 7); Lori will follow-up with rank in the state for economic statistics
- Reviewed Local History Room (p.20)
- Completed square foot totals by area (p.31)
- Discussed "Suggested Additional Topics." We will add:
  - Letter of passion/advocacy from the Library Director
  - Circulation statistics; Mary Anne will provide
  - Library Mission Statement (place on page before Exe Summary)
  - Satellite map of town center
  - Introduction stating the purpose and series of steps; use Sunderland's Introduction as model

**We will all read the draft we worked on this evening and send edits to Weezie within 2 weeks so she can incorporate changes for a draft for our next meeting.**

**3. Plan for community feedback**

We discussed ideas for obtaining feedback from the community.

- Hard copies for all town board members with request for feedback
- Available on web
- Publicize request for feedback on library web site and publications, town news letter, Roadtown News
- Hard copies available at town meeting
- One public forum
- Copies for all Library Trustees
- MBLC consultant input – Mary Anne will contact Rosemary Waltos (MBLC small library consultant)

**4. Updates and Announcements**

- Mary Anne reported that she will meet with David Dann regarding timing of town borrowing options which could be needed to support some of the cost for a new library.

**5. Next meeting date – Wednesday, February 11, 2009, 7PM**

Meeting adjourned: 8:52 PM

Respectfully submitted,  
Martha K. Field