

**Library Facility Needs Assessment Committee  
(LFNAC)  
February 11, 2009  
7:00PM  
Town Hall  
Meeting Minutes**

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

**Absent:** None

**Guest:** None

Meeting called to order at 7:10 PM

1. **Minutes** - approved January 14, 2008 minutes

2. **Library Building Program**

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

- Resources & Acknowledgment – Mary Anne will check in some previous documents for names
- Square feet was corrected to ensure matches to totals
- Reviewed linear feet for collection space needs
- Reviewed Inserted circulation & patron statistics
- Reviewed Inserted photos
- Use “Trustees of the Library” or “Board of Trustees”; Mary Anne will check for the official language
- Reviewed a couple versions of the Executive Summary
- Add 1900 library quote and paragraph of “at a crossroads” to inside front cover

3. **Plan for community feedback**

In addition to the listing from Jan 14th meeting we will add:

- Copies available at the library and at library events
- Copies available at the Town Hall

Discussed how to receive people’s feedback. Decided to create an email address for people to send feedback and people can leave hard copy feedback at the library.

Discussed soliciting feedback from town committees and town individuals.

Announce and invite feedback in the next town-wide mailing; also, use the Road Town News via the Shutesbury Elementary School.

4. **Capital Planning meeting**– Lori shared from the Capital Planning Committee meeting she attended on January 22, 2009. The following questions were raised and need to be addressed:

- What is our timeline? All the rest are underneath this question.
- When will the document be completed?
- When are we bringing it to town meeting?
- What, exactly, are we bringing to town meeting?
- When are we hiring an architect?
- When are we going for funding?
- When will the fund-raising begin?

Other topics discussed at the Capital Planning meeting that could impact timing of building the library include: town debt schedule is decreasing in 2014, fire station gas leak clean-up, possible 40-year loan from U.S. Dept of Agriculture as a library funding source.

5. **Grant Timing** – Discussed the need to be ready for a grant submission deadline of January 2010. This submission will need to include an architect's rendering. Once we complete the final version of the Building Program, get input from the MBLC and start receiving input from the community, we can start the process of hiring an architect. Mary Anne will check the grant for details and will be meeting with Rosemary Waltos (MBLC) on Friday, February 13th.

6. **Updates and Announcements**

- a. Patron registration training will occur at the library on Friday from 10 – Noon. Then in two weeks, there will be circulation training; Monday, March 2<sup>nd</sup> the library will be on-line. Yeah!
- b. Karen reviewed the FY08 LFNAC report with the committee which was incorporated into the Library Trustees Annual FY08 Report that was already submitted to Leslie.

7. **Next meeting date – Wednesday, February 25, 2009, 7PM**

Meeting adjourned: 9:05 PM

Respectfully submitted,  
Martha K. Field