

**Library Facility Needs Assessment Committee
(LFNAC)
March 10, 2009
7:00PM
Town Hall
Meeting Minutes**

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

Absent: None

Guest: None

Meeting called to order at 7:20 PM

1. **Minutes** - approved Feb 25, 2009
2. **Process for Feedback –**
 - a. Comments should be sent to a specific email address. We can do this through the Library website which has numerous mailboxes. Weezie will set up the email; Newlibrary@mnspear.org.
 - b. We will review all feedback at our LFNAC meetings.
3. **Project Manager –** Karen, Dale, MaryAnne and David Dann met on March 9, 2009, to discuss hiring a project manager for the planning & design phase, as specified in the planning grant. *(Note: an architect's rendering and engineering site analysis must be completed for potential sites prior to town meeting approval for construction and prior to state approval for financing.)* The group used the *Designing and Constructing Public Facilities* Guidebook produced by the Commonwealth of Massachusetts. The Project Manger will ensure that all legal steps are followed correctly. and will assist town committees with the design process. Dale reviewed the major duties. For our project, the project manager will be the go-between for LFNAC and the designer when the designer is hired. The project manager may stay for the entire project. When we go out to bid, there will be Part A for design phase and Part B for construction phase. Other tasks could include invoicing, working with an attorney, and assisting with ensuring financing. Refer to the Guidebook for specifics. For projects over \$1.5 million, a value engineering review should be conducted.

Karen reviewed the bid process. We will advertise starting March 26th; the walk through will be held on April 7th and the bid deadline is April 24th. We hope to have the selection of the project manager by the beginning of June.

4. Library Building Program –

Rosemary (MBLC) sent LFNAC details about assigned versus unassigned space allocations shown in the Library Building Program; we need 25 to 30% of gross square feet designated as unassigned space. Weezie separated the footage allotments.

Discussed possible financial arrangements for supporting the new library but realized this was premature and postponed the discussion until after activities outlined in the planning grant were completed, such as building program feedback, analyses of various sites and architecture's rendering, etc.

We agreed to add the needed unassigned space to raise the total square feet to 5,500 square feet; this gives 28% of unassigned space. The proposed building now meets the recommendations of MBLC.

At the Library Trustees last meeting, Karen reported that there was discussion about the progress of LFNAC. The Trustees would be skeptical of a building that was less than 6,000 square feet. This adjustment of unassigned space better meets that expectation.

Weezie reviewed edits from last meeting.

We agreed not to make major changes and to get feedback from the community at this time.

5. Next Steps:

Last set of edits - Weezie

Distribute Library Building Program at the March 20th Athletic Club Library event – Mary Anne

Make 50 copies - Lori

Post the program's availability on the web and set up feedback email-Weezie

Monitor the feedback email address - Martha

Place announcement in the Roadtown News, send out a town announcement - MaryAnne

Contact Nick Grabbe (Hampshire Gazette) about an article for the paper - Martha; Mary Ann will be the contact person for follow-up questions

The Building Program will be ready for public access March 23rd.

6. Updates and Announcements – nothing to report

7. Next meeting date – Wednesday, April 8, 2009, 7PM, Town Hall

Meeting adjourned: 9:08PM