

**Library Facility Needs Assessment Committee
(LFNAC)
April 8, 2009
7:00PM
Town Hall
Meeting Minutes**

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

Absent: Dale Houle

Guest: None

Meeting called to order at 7:05 PM

1. **Minutes** - approved minutes of March 10, 2009

2. **Open meeting laws** – reviewed rules for going into executive session
Conflict of interest – reviewed rules, check with MBLC to see if Library Trustees can ask for donations.

3. **Capital campaign** – Karen, Michelle and Mary Anne attended the MBLC capital campaign workshop. We will need to form a capital campaign committee. Mary Anne will be signing up for a library branding workshop; it is important to market our library now. Discussed the first step which is a feasibility study that would involve in-depth interviews with people. The planning grant can support some consulting for fund raising. Right now we need to get the positive word about the library into public conversations. It is important to have the same language about the new library. It would be helpful to have a timeline. We all understand that details about a capital campaign will be for future discussion.

4. **Town Meeting** – design a power point for the public announcement portion of Town Meeting. We will present the facts and an update of the work of the committee. Martha will draft slides of Background of Planning Grant and this year's work. Lori will draft slides for the next steps of the planning grant; Mary Anne will draft slides about the MBLC construction grant. Martha will develop one Power Point presentation based upon all the input. If available that May 2, Martha will give the TM presentation.

5. **Library Building Program** – feedback, updates
We would like to hire a person to do the next level of edits for the final version of the Library Building Program incorporating community feedback. Administrative costs of the grant will pay for this activity. (Anyone interested in performing this task was asked to leave the room while discussion ensued. One member left.)

Motion approved unanimously to pay a stipend of \$300 to complete the editing and will offer this job to Weezie because she has the most experience with the document. Weezie accepted the work.

There has been no email feedback.

Three hard copies with comments of the Building Program returned. Feedback will continue to be collected.

6. **Project Manager** – 5 applicants came for a walk through of Lot 032, behind Town Hall and the library. Applications are due May 24th with selection by the beginning of June. David Dann, Dale Houle, Karen Traub and Mary Anne were appointed by the Library Trustees as the program manager selection committee.

7. **Architect selection process** – tabled for next time

8. **Updates and Announcements**

- a. Karen shared the book *Financing Public Library Buildings* by Richard Hall; it is on loan from the MBLC

9. Next meeting date – **Wednesday, May 13, 2009, 7PM, Town Hall**

Meeting adjourned 9:04PM