

**Library Facility Needs Assessment Committee
(LFNAC)
May 13, 2008
Following LFNAC Forum
Shutesbury Elementary School
Minutes**

Present: Mary Anne Antonellis, Martha Field, Dale Houle, Weezie Houle, Karen Traub,
Lori Tuominen,

Absent: Michele Regan-Ladd

Meeting called to order 7:00PM (*after forum closed*)

Lori publicly thanked Weezie for speaking about LFNAC at the Town Meeting on May 3.

1. Minutes - approved minutes of April 9, 2008, as amended
2. Updates – report from Mary Anne, Director highlights
 - a. Senior Luncheon – Mary Anne attended the May Senior luncheon. About 8 people attended. Mary Anne introduced herself and had a positive exchange with everyone. They did not *offer* input to the future of the library. None of the luncheon attendees are current patrons of the library. The library is not open during the time of their weekly senior luncheon, but they didn't say that they would come to the library if it was open. It was good to have them as part of the LFNAC outreach process.
 - b. A busy summer library program is planned; event details are posted at the library website. LFNAC members should be present at these events to talk with people.
3. Building Program
 - a. LFNAC should keep in mind future building expansion and how the lot may be used for other purposes wherever the new library is located. Lot 032 and behind the town hall are sites with expansion possibilities.

Revisited and discussed the design population.

- b. Discussed library size options based on information gathered from the previous building committee, results of surveys, forums and discussions with residents and town officials, documents such as the Town of Shutesbury Master Plan and the library's Long Range Plan, experience and recommendations of other neighboring libraries but most importantly keeping in mind "What works for Shutesbury". The passage of the new zoning law has an impact on the population projections to use. Current Shutesbury population is 1,872 as of April 1, 2008: 1,605 adults and 267 children. This is an increase of 15 people from last year, which is the most annual growth in the past 8 years. There are 875 homes for this population without including 150 seasonal homes at Lake Wyola. LFNAC needs to plan for a 20 year projection from completion of the Building Program.

Wendell library: 3,800 sq ft; based upon a design population of 1,300
Leveret library: 4,700 sq ft; based upon a design population of 2,514 (There was standing room only at a recent library event; the meeting room is too small.)

Using Dale's estimate of a possible \$300 per sq ft to build the library, with state paying more than 60% of the building cost, a 5,000 sq ft building would cost \$1.5 Million. The cost of land if owned by the town and all money from planning grant will be included in the town's part.

Discussed library size options and approved for use in the Building Program: 4,980 sq ft. with a meeting room of 600-1000 square feet (like the backroom at the Athletic Club); using 2 sq ft per person (instead of the Wisconsin library standard of 3 feet) giving a 22 year design population of 2,490 in the year 2030. This is approximately \$1.5 M total. Karen mentioned that Williamsburg raised 2 million dollars for their library and fundraising will soon begin in earnest for Shutesbury.

- c. Use the Amherst library price of \$35 per person (library card in Amherst for people from towns for which their town library does not meet accreditation) as a method to compare the cost of a new library to providing the services elsewhere.
4. Next forum: May 28, 2008, 7:30PM preceded by a dinner at 6:30PM at the Sirius Community. This event is open to the residents of Shutesbury. Dinner is \$8.00. Reservations are strongly requested for the dinner but not required to attend the free forum.

Announcement on the Sirius list serv, library lawn sign, Roadtown News
There will be about 30 to 80 people attending.

5. Other events for LFNAC:
- a. Friends of the Library dinner held in conjunction with a LFNAC forum
 - b. Fun contest for the town to show us what people want in a library in a variety of media – writing, painting, etc.
 - c. LFNAC booth at Lake Wyola tag sale

Mary Anne wants to have some independent library events that are not associated with LFNAC, so that library business is not always conducted at events. Mary Anne sees it as her job to create events for people to enjoy the library.

Name tags could be worn at LFNAC forums.
LFNAC forums are part of building goodwill for the library expansion.

6. Other:

Jen Davies is serving a dinner for a fund raiser for the Athletic Club; the AC has been very supportive of the library, so there is a request for LFNAC members to attend.

7. Next meeting date: June 11, 2008, 7PM

Meeting adjourned: 8:30PM

Minutes taken and submitted by,
Martha Field