

Library Facility Needs Assessment Committee (LFNAC)

August 20, 2008

6:30 PM

Shutesbury Town Hall

Meeting Minutes - *Reissued*

LFNAC Members present: Dale Houle, Weezie Houle, Michele Regan-Ladd, Lori Tuominen, Karen Traub-Chair

Absent: Martha Field

Meeting called to order at 6:40 PM

1. Minutes of July 10, 2008 meeting. There was a question regarding #2 paragraph 10, correction should read "timing of project 1 1/2 years (one-and-a-half) years. Agreed to clarify and approve minutes at the next meeting.
2. Clarification. All documents posted on LFNAC Yahoo group are publicly accessible through other means such as town or library websites. Drafts of documents presented at meetings are attached to the meeting minutes. LFNAC recognizes the importance of clarifying DRAFTS versus completed documents and welcomes feedback. The possibility of a LFNAC Blog was discussed. (Hatfield LFNAC has a Blog). LFNAC information will continue to be posted on the Library Website. Importance of complying with open meeting laws was affirmed as was the changing nature of communication due to computer technology.
3. Weezie and Mary Anne have visited area libraries, taken measurements and created a preliminary visual representation to highlight design suggestions. Using the workbook provided by the Mass Board of Library Commissioners (MBLC), Weezie has prepared a draft of area descriptions and functional area specifications which LFNAC began reviewing. The group acknowledged and thanked Weezie for her hard work.
4. Karen suggested speaking to members of the Historical Commission about their vision for a "history room" in the library in terms of materials and use of space.
5. Becky Torres visited LFNAC meeting and reported that the Board of Health approved the Library offering a bake sale at the Saturday Shutesbury Market as long as it is clearly marked "Bake Sale for Library" and located so as not to be mistaken for commercially prepared food.
6. The library will be holding a cake game at Celebrate Shutesbury as well as face painting and sale.
7. LFNAC members will continue reviewing the draft for next meeting on

September 10, 2008; 7PM

Adjourned: 8:50 PM

Respectfully submitted,

Karen Traub