

**Library Facility Needs Assessment Committee, (LFNAC)**  
**August 30, 2010, 7:00PM, Town Hall**  
**Meeting Minutes**

**LFNAC Members Present:** Lori Tuominen, Dale Houle, Weezie Houle (virtual), Martha Field, Michele Regan-Ladd  
**LFNAC Members Absent:** None  
**Guests:** Mary Anne Antonellis, Mark Sullivan, Becky Torres, Matt Oudens, Conrad Ello

Meeting called to order 7:10 PM

1. Minutes - Review July 21, 2010 minutes – approved
2. Other
  - a. Perc Test and Septic System – Based on OEA consultation with their engineers, OEA recommended that during the next phase (after grant awarded) there should be consideration given to pushing the septic system back on the lot because this may eliminate a raised system.
  - b. Hazardous Materials report – Becky explained that the report needs more details included and that some of the issues raised in the report have already been addressed by the town. Also, there are some generalized claims in the report that need more supporting facts. Becky is handling follow-up with these issues.
  - c. Library Building Fundraising Joint Meeting - Becky has arranged a meeting of the Selectboard, the Library Trustees, the Friends and LFNAC to meet and discuss the possible creation of an independent, town fund-raising committee for raising capital for the building project:  
**September 7, 2010, 7 PM, Town Hall, all members of these committees are invited**
  - d. Fund raiser consultant meeting – The Trustees and the Friends have explored ways of creating a successful capital campaign; they will be meeting with and seeking the advice of a professional fund raiser who is independent of Shutesbury and independent of being hired for such a position:  
**September 13, 2010, 7PM, Town Hall, all members of these two groups are invited**
3. MBLC visit of August 28, 2010 – Mary Anne gave a summary of the trip to the MBLC Boston office. Nine previously successful grant applications were read and copies were made of pertinent pages for our grant application. Overall it was a positive experience. Also, they visited the Allston branch of the Boston Public Library which was designed by OEA; everyone was impressed by how well the Allston library fit that library's patrons.
4. Building Exterior Presentation by OEA  
OEA reviewed how and why the current exterior design was derived. A key piece is creating autonomy for the community parts of the building that must be accessible off-hours from the library.

The key concerns about the exterior design shared at Town Meeting and expressed by the public involved the roof, porch and view of the library from Leverett Road.

#### Roof –

- Increase the pitch of the middle roof – This would require increasing the separation between the two parts of the building; this would sacrifice some of the roof space for PV panels.
- Single roof with a lower pitch - The tobacco barn feel is addressed but the roof now overshadows the building.
- Hipped roof with two unequal pitches – This creates a cupola but the inside plan needs to adapt to fit a central cupola; scale is more friendly from the parking lot.
- Hip roof with two unequal pitches and an added entry pediment - This covers and distinguishes the porch and sheds snow away from the entry point.
- Modified Hipped roof with two unequal pitches and multiple pediments - This preserves more of the South facing PV zone.
- Modified Gable plus shed - Community room wing keeps gabled bar and library wing has a shed style roof off the rear. This increases the surface area and improves the placement effectiveness for PV panels. The inside ceiling would be dropped and not be a cathedral ceiling and may be cozier along the South side in the small reading areas

#### Leverett Road view

- Change to a continuous shed dormer with windows which would increase natural light into the lobby area

#### Porch

- Reduce the height of the gable or install a flat ceiling
- Discussed the patio feel of the porch; suggested putting low rail or wall between the vertical pillars; create a grade separation with a higher drop or step on the Leverett Road side and ground level on driveway side; these ideas will give some definition and boundary area to the porch

Discussion ensued about how to proceed. LFNAC wants the Shutesbury community to know that we started to address the expressed concerns about the exterior of the proposed building as presented at Town Meeting in May. We are very grateful to OEA for their efforts and presentation today with the various exterior options. OEA believes there will probably be more options once the project moves into the next phase. Also, LFNAC desires and everyone realizes that more community input will be wanted and garnered at the next phase of the process which would be after the grant is awarded.

The objective for LFNAC now is to have all the necessary materials from OEA for our grant application (due January 2011) and to have presentable materials to pass along to the group to be formed for fund raising. OEA will prepare materials showing different exterior versions. The two gabled version will be used for the grant application because it makes the strongest grant application with the exterior flowing from the interior design which is based upon the building program.

We discussed the timeline of the MBLC grant application. A letter of intent is due in October and application materials will be available at an MBLC grant workshop on October 26, 2010. Grant is due January 2011.

Scope of work for OEA should end with the needs for the grant and the next steps are dipping in to the next phase of work. For the grant application, the interior views of the building will be emphasized with several outside schematic versions. This way the layout will fit the program and some exterior options would be shown.

A document for funding-raising will be created that shows several exterior options with the one interior plan and layout.

5. Next Steps:

- Mary Anne will meet with OEA to finalize plans and views for the grant application.
- LFNAC members should send along our parts of the grant to Weezie for assimilating. When we get the final grant application at the Oct 26<sup>th</sup> MBLC workshop, we will address fitting our draft of answers to the final form of the grant.

6. Meeting times: **September 15, 2010, 7PM, Town Hall**

Early November after we are able to access the grant at the Oct 26<sup>th</sup> workshop; Lori will send us times via meeting wizard.

Adjourned: 9:20 PM

Respectfully submitted,  
Martha Field