

Library Facility Needs Assessment Committee, (LFNAC)
September 15, 2010, 7:00PM, Town Hall
Meeting Minutes

LFNAC Members Present: Lori Tuominen, Dale Houle, Weezie Houle, Martha Field, Michele Regan-Ladd
LFNAC Members Absent: None
Guests: Mary Anne Antonellis

Meeting called to order 7:12 PM

1. Minutes - August 30, 2010, minutes approved.
2. Letter of Intent, due October 5, 2010
 - a. Reviewed checklist for what to include with the Letter of Intent. Mary Anne will write a very short, descriptive paragraph of the project. All other sections are set for sending to the MBLC. Mary Anne and Weezie will compile the materials into a packet for the MBLC.
3. Grant Draft
 - a. Reviewed successful grants from the visit to MBLC and copied portions of the planning section
 - b. Decided to use the most recent figures and data as possible
 - c. Decided to use architect's gross square feet; it is 200 sq ft greater than the Building Program
 - d. Appendices will address inconsistencies in the Library Building Program
 - i. Difference in seating
 - ii. Difference in collections
 - iii. Explanation about typo regarding the number of magazines
 - iv. Population increase from 1970 to 2000 should be a 370% rather than a 30% increase
 - e. We will include photos
 - f. Reviewed draft of grant sections
4. Grant reviewers – Elaine Puleo, Mark Tuominen, Michele Sedor
5. Other:
 - a. The minimum amount received for LEED Certification from MBLC would be \$100,000.
 - b. The Geotechnical Survey report did not have any surprises, i.e. there is no ledge to blast or other problems that would preclude the new building from going forward on Lot O32.
 - c. Becky is continuing to work on the issues of the Hazardous Materials report.
 - d. Discussed MBLC trip and next steps after the grant
6. Next Steps
 - a. Massachusetts Historical Commission part – Michelle will call the Commission to identify what form to use and what content needs to be included with their notification.
 - b. Everyone will continue writing their grant sections.
 - c. Lori will confirm with OEA the grants sections we are expecting them to complete.

- d. MBLC Grant Workshop, October 26: Mary Anne and Weezie will attend; Lori may attend.
7. Next Meeting Dates
- a. October 18, 2010, 7PM
 - b. November 1, 2010, 7PM
 - c. November 15, 2010, 7PM (first draft due to LFNAC)
 - d. November 29, 2010, 7PM (tentative)

Adjourned: 9:05 PM

Respectfully submitted,
Martha Field