

**Library Facility Needs Assessment Committee  
(LFNAC)  
October 22, 2008  
7:00PM  
Town Hall  
Meeting Minutes**

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

**Absent:** Dale Houle

**Guest:** None

Meeting called to order at 7:14 PM

1. Minutes - approved Sept. 17, 2008 minutes.  
The October 15<sup>th</sup> meeting was postponed to October 22<sup>nd</sup>.
2. Updates and Announcements
  - Karen shared some historical town documents from 1890 discussing a town committee's work to improve the town commons. Fun to hear how the community spirit of Shutesbury continues today.
  - Martha updated everyone on her attendance at the Annual Meeting for the Friends of WMRLS. The meeting was held at the Wendell library. Their community room seemed small for the 25 people attending to sit comfortably in chairs in a circle; it is 467 sq ft. We discussed and reassessed the size planned for the community room for the Spear Library; the 1000 sq. ft. figure is large enough to serve our purposes.
  - Mary Anne updated everyone on upcoming library programs.
3. Library Building Program –
  - Michele presented the table "Projected Space Needs: Preliminary estimate Library Materials – Books." We discussed the projected 20-year volume needs for the book collection. The projections use the formulas from the "Wisconsin Department of Public Instruction Public Library Space Needs: A Planning Outline"; this document is used by many libraries. Projected collection size for other media needs to be completed.
  - Reviewed the major sections of the Library Building Program to identify major gaps and work left to be done.

- Community Profile – Karen presented wording for zoning statement to insert into the Community Profile section; we discussed.
- Next Steps:
  - Michele will update the table “Projected Space Needs: Preliminary estimate Library Materials – Books” based on today’s discussion.
  - Weezie will use the specifications from the Wisconsin guide to estimate shelving and space needs.
  - Complete parts of the Community Profile and send to Martha to incorporate in this section.
    - Weezie – communication paragraph
    - Lori – General Economic Statistics
  - Lori will review the governance section and use verbiage from the Spear Library Long Range Plan.
  - Weezie will compile a first full draft of the Library Building Program so we can identify details still needed; this will be for the meeting after next.

4. Next meeting date: **Monday, Nov 10, 2008, 7PM**  
**Wednesday, Dec 10, 2008, 7PM**

Meeting adjourned: 8:40PM

Respectfully submitted,  
Martha Field