

**Library Facility Needs Assessment Committee
(LFNAC)
Nov. 13, 2007
7:00 PM
Shutesbury Town Hall
Meeting Minutes**

Present: Dale Houle, Weezie Houle, Martha Field, Lori Tuominen, Karen Taub
Absent: Michele Regan-Ladd

Meeting called to order at 7:12PM

1. Weezie announced that Rob Bowen is the new President of the Friends.
2. Minutes – approved Oct 16th minutes
3. Update for Library Director – interviews held Nov 12th and still open; more interviews will occur; process is progressing and on-time.
4. Survey updates – 17 more adult surveys from the library, 17 adult surveys from coffee house and SES Halloween PTO party
Dale will collect surveys at the Friends Holiday Craft Fair, Dec 14 and 15th, SES.
The survey is now posted on the Shutesbury.org library page.
5. Library building program
Discussed Wendell’s application and the reference to “Places of the Heart”, a visioning study by the town of Wendell. Discussed a starting place. Should we consider hiring a consultant for some parts?
Executive Summary – save for later, LFNAC
Table of Contents – save for later, LFNAC
Contact Names & Addresses – LFNAC
Program summary - another term for the executive summary, NA
Community Description – LFNAC - Martha
Library History – LFNAC - Karen
Governance – LFNAC - Lori
Collection – Library Director
Mission/Vision – LFNAC - Lori
Building Facilities- LFNAC – Weezie and Dale
Standard Measurements/Physical – LFNAC – Weezie and Dale
Projected Space Need Charts – LFNAC and Library Director, Universal Design
Standards for libraries, sustainability, fragrance-free
Area Descriptions – LFNAC and Library Director

Discussed how to parcel sections. Discussed possibilities of forming a web group to share drafts. We will all start on our sections for next time. We will seek to

combine information from the 1999 proposal and the 2007-2011 long range plan and other sources.

Lori agreed to compile to final document.

6. Timeline – postponed discussion until next meeting
7. Inviting previous building committee members to LFNAC meeting
 - a. Invite list: Walter Terrati, chairperson of last library building committee, Cliff Reed, Emily Bayrd, Monique Gauthier, Judith XXX.
 - b. Talk with the former committee members to thank them for their efforts and get their input and recommendations on how best to proceed.
 - c. Meeting, Monday, January 14, 2007; 7PM
 - d. Martha will write a letter. RSVP to ltuominen@music.umass.edu
 - e. LFNAC received a planning and design from the state and we are proceeding with our building program and needs assessment. You may have seen our survey.
8. Next steps:
 - Meet with former library building committee members, send letter
 - Start drafts of sections
 - Discuss forums next time

Next meeting: Dec. 10, 2007; 7PM

Adjourned: 9:02PM

Respectfully submitted,
Martha Field