

**Library Feasibility Needs Assessment Committee
(LFNAC)**

**March 14, 2007
5:15 PM
Shutesbury Town Hall
Meeting Minutes**

Committee members were sworn in prior to the start of the meeting.

Present: Martha Field, Dale Houle, Michele Reagan-Ladd, Karen Traub
Absent: Lori Tuominen

Quorum reached of 3 of the 5 members at 5:00PM, Michele arrived at 6:30PM.

1. Introductions: Committee members introduced each other

2. Election of Officers:

Dale nominated Karen as chairperson, Martha seconded, voted unanimously. Karen agreed to chair the committee for the first three months through May 2007, then review.

Dale nominated Martha as secretary, Karen seconded, voted unanimously. Martha agreed to be secretary in the same context as Karen for the first three months through May 2007, then review.

3. Discussion of charge and objective, work to date done by Spear Memorial Library Trustees, current documents and timeline of committee work.

The committee determined that the objective of the committee for the beginning of this project is to write a Library Building Program document for the Spear Memorial Library based upon the *Library Building Program Workbook*, 3rd edition, June 1999, issued by the Patience Kenney Jackson, Library Consultant to the Massachusetts Board of Library Commissioners (MBLC).

Karen summarized the process to date. The Spear Memorial Library Trustees submitted a planning and design grant to the MBLC and expect to hear about this grant in May 2007. The grant totals \$60,000 divided by \$40,000 from the granting agency and matched by \$20,000 from the town. The town approved a feasibility study to examine the options for expanding and removing its current library building, or build a new facility, or to take any other action relative thereto. The money for the match will be on the town warrant for May 2007. That grant will include the hiring of a person to oversee the grant and the site exploration for 3 sites, yet to be formally identified.

Committee reviewed documents at the meeting:
Long-range plan, 2007 – 2011

Spear Memorial Library Planning & Design grant
Library Building Program Workbook
Wendell Free Library New Construction Grant
Other documents to be reviewed:
Shutesbury Master Plan
Construction grants from other small, rural libraries

The committee determined that the Library Building Program document becomes part of the full construction grant. Many of the parts of the Library Building Program document have been done and we need to assimilate the pieces, identify what is missing, complete the missing parts and package the document for submission to the MBLC.

Karen reviewed the timeline for the process as outlined in the Planning and Design grant. The Library Building Program document is scheduled to be completed by the end of May 2007; the committee agreed to attempt to keep this timeline.

Several questions arose about LFNAC's role in the planning & design grant.
Does LFNAC take responsibility for identifying the three sites?
Does LFNAC handle the bidding procedure for the site exploration?
Does LFNAC hire the person who will coordinate the grant?
Karen will follow-up with seeking answers to these questions for the next meeting.

4. Next Steps: All committee members will review the documents listed above by the next meeting so we will all have a better understanding of the task and how to approach and plan completing the Library Building Program document. Documents will be kept at the Spear Memorial Library. All committee members were given a copy of the Library Building Program Workbook.
5. Next meeting: March 26 or 27, 2007, 5:00 to 7:00PM at the Town Hall conference room. Karen will confirm the date and secure the room for our use.

Meeting adjourned: 6:50PM

Minutes taken and submitted by Martha Field