

Library Facility Needs Assessment Committee  
(LFNAC)

August 27, 2007  
6:15 p.m. – 8:30 p.m.  
Shutesbury Town Hall  
Meeting Minutes

LFNAC Members Present – Dale Houle, Lori Tuominen, Karen Traub, Michele Regan-Ladd

Others Present – Weezie Houle – guest.

Discussion about minutes from previous meeting, on July 23, with change to not mention specific names in meeting minutes. Michele shared that this had been discussed at the August Trustees Meeting. With respect to the potential hiring of a project manager for the building project, the Trustees agreed at the August meeting to look into finding or developing a job description for a project manager and potentially posting the position and interviewing in order to hopefully find someone who might have had experience with such a project. This had been discussed at the Trustee Meeting in August in response to the LFNAC meeting minutes distributed.

Minutes from the July 23<sup>rd</sup> LFNAC Meeting were approved by all LFNAC members present with the above recommended change, deleting specific names.

Karen Traub – Shared the news that Jane Buchanan has resigned, effective September 13<sup>th</sup>.

Discussion about a new librarian coming in and needing to become familiar with the job, as well as, being able to be involved in the Planning Grant process. Trustees discussed this last week. The librarian's job is about 24 hours per week. Several people in town have expressed interest in filling in temporarily.

Dale Houle – Reviewed the progress on the accessibility project – the ramp, the parking lot, etc. In the rebidding process, the low bid came in about \$4,000 less than the initial bids. A general contractor was hired who will be subbing the work out. Starting next week, the excavation process will begin, roughing out the parking lot, so the cement trucks can get in. The electrical and phone need to be moved because one of the first walls needs to go in there. On Sept. 4<sup>th</sup> the Selectboard will be discussing what to do with the church.

Karen – The Friends of the Library in Wendell raised \$100,000 towards their new library. Thinks a good fundraising effort could really help. The librarians of Shutesbury, Sunderland, and Wendell want to collaborate and have their communities read the same book.

Michele – Knows about a Foundation for the Endowment of the Arts Grant that Pocumtuck Valley Museum in Old Deerfield received to encourage adults to read. They

are reading Fahrenheit 451 and getting the fire departments involved. She will ask person at her job for more information.

Discussion about the Celebrate Shutesbury, Saturday, September 29<sup>th</sup>. Trustees have discussed fun activities to draw people over to the tables where we plan to pass out a survey about the library.

Other upcoming community and library events where we can increase visibility of the library, as a means of developing community awareness:

- Sunday, Oct. 21<sup>st</sup> Annual Friends of the Library Meeting at the Shutesbury Athletic Club – another opportunity to get people involved.
- Sat. Oct. 27<sup>th</sup> – Friends of Spear Library – will be the beneficiaries of the money earned at bake sale at the Full Moon Coffeehouse, at 7:30 p.m. Ian Thomas and Rob Seigel, folk singers will be performing.
- Another public event – a dance at the school is another event that we can do a bake sale.
- Other ideas – to invite a children’s author as an event.
- School events – to tap into.
- Special Town Meeting on Oct. 9<sup>th</sup> – could we set up in back with the same slide show?

LFNAC could schedule a field trip to the Wendell Library.

Weezie Houle, weeziehoule@msn.com, volunteered to add the above dates to the flyer already drafted that will be going out to the members of the community.

Discussion about developing a slide show of other libraries in the area to show at public events. Regular events other libraries hold: coffee hour on Fridays in Sunderland, Warwick on Saturday cookies, etc. to be for the Celebrate Shutesbury.

Michele will look at local libraries web sites to see when children’s story hours are so that we can take a few photos.

First Draft of Survey:

Brainstorm what we want to know for our survey:

- Look at other town's surveys to see what they asked.
- It needs to be brief and simple.
- Goal – to get people to think about what we want for the library.
- Concepts to get across – what are we missing out on by having such a small collection, not being able to retain books in our collection, lots of resource materials. Convey a certain amount of volumes, ex. – Wendell's will continue to grow and ours will not.
- Ask what kinds of collections would we like to be able to retain:
  - Historical
  - Magazines
  - Novels

Need to state the facts about how many new books and materials are purchased each year and how many are recycled every year.

Weezie Houle volunteered to format the draft of the survey. Michele suggested the choices be listed in two columns and try to keep it a one page, two sided survey.

1. A library is much more than a building housing books and videos. What would you like to see in a new library, check all that apply:

- Community center
- Technology center
- Learning center
- Meeting Place for community groups
- Eating place or coffee hour
- Place to watch movies
- Discuss books together – Book Group
- Listen to speakers
- Listen to authors
- Listen to artists
- Listen to musicians
- A place to meet and discuss issues with other community members
- Children's story hour
- Knitting Group
- Quilting Group
- After-school events for teens and young adults
- Play Group for families with young children.

2. Which libraries do you currently use on a regular basis?

- Amherst, Jones Library
- UMASS
- Spear Memorial

- Leverett
- Sunderland
- Forbes Library, Northampton
- Wendell

3. If you use a library other than the Spear, if so why?

- Convenience
- Hours
- Size
- Offerings
- Collection selections

4. How many times per week would you use the library if more convenient hours were available?

5. If your child needed help with a research project where is the first place you would go?

- The internet at home
- The internet at the library
- The Spear Memorial Library
- Other town library \_\_\_\_\_

6. How important is it to you to be able to access the history of Shutesbury?

- Somewhat
- Not at all
- Definitely

7. Do you see the library as having a role in strengthening the sense of community in Shutesbury?

- Yes, definitely
- Somewhat
- Not at all

8. Do you see the library playing a role in providing better communication in the town of Shutesbury? If so, what would be the best way:

- Email
- Web site
- Town newsletter
- Newspaper

Bulletin Board

9. Which of the following are most bothersome about the current library facility?

- Regular culling of books
- Lack of privacy when browsing or using the internet
- Lack of physical space
- Lack of space for programs
- Having to wait for books ordered from the Western Mass Library System

10. What would you be willing to commit to the future development of a new library facility?

- A Donation (Money)
- Time
- Materials
- Legal expertise

11. How important is it to you to have a library in the town center?

- Somewhat
- Not at all
- Very important

Michele will send out the meeting minutes and draft of the first survey to LFNAC and the Trustees.

Discussion at the end of the meeting – developing a children’s survey for the Celebrate Shutesbury.

Meeting adjourned at 8:30 p.m.

Minutes respectfully submitted by Michele Regan-Ladd