

**Library Facility Needs Assessment Committee  
(LFNAC)  
Sept 10, 2007  
7:05 PM  
Shutesbury Town Hall  
Meeting Minutes**

**LFNAC Present:** Dale Houle, Lori Tuominen, Martha Field, Michele Regan-Ladd

**Others present:** Weezie Houle

**Absent:** Karen Traub

The meeting was dedicated to reviewing the adult and children's surveys for distribution at Celebrate Shutesbury on September 29<sup>th</sup>.

Lori brought and distributed copies of surveys from other libraries sent by Anne Larson

Martha brought and distributed copies of another draft of the children's survey.

Discussed what kinds of questions to ask:

- What is being offered by the library now

- What would people want to do at the library

- How often people go to the library

- Where do people go when they don't use the Spear library and why

- Specific questions about preferences for the facility

- Specific questions about preferences for programming

- Possibilities for improvement/changes

- What resources people use at the library

Discussed administrating the survey at Celebrate Shutesbury or doing a mailing. Decided that Celebrate Shutesbury will be a good opportunity for the survey. Based upon the characteristics of the respondents, we may need to follow-up with groups of community members who are not represented well at Celebrate Shutesbury; we want to ensure that everyone has an opportunity for responding to the survey.

Discussed preamble of survey. Used wording from the flyer in *Our Town*. Add in bold "Nothing has been decided yet." This is very important so people know we are truly seeking input at this point.

Discussed Karen's listing for a fact sheet (sent to everyone via email) for distributing at Celebrate Shutesbury. Design as a quiz. Can a Library Trustee help Karen with the fact sheet, such as Cliff or Amy? Facts can probably be found in the grant application. We will assume that Karen is committed to completing the fact sheet for Celebrate Shutesbury.

Weezie will create another survey draft based on our discussion today and bring to next meeting, Sept 18<sup>th</sup> for input from Anne Larson and the Trustees.

Discussed the children's survey and recommended changes. Weezie will handle next draft.

Weezie will send next drafts of surveys via email before Sept 18<sup>th</sup> to review prior to the next meeting.

Weezie will handle tabulation of results of surveys. Thank you, Weezie!

Next meeting: Sept 18<sup>th</sup>, 6:15PM, Town Hall, meeting with Anne Larson and Trustees

Meeting adjourned: 8:55PM

Respectfully Submitted,

Martha Field