

**Library Facility Needs Assessment Committee
(LFNAC)
December 10, 2008
7:00PM
Shutesbury Elementary School – changed from Town Hall
Meeting Minutes**

LFNAC Members Present: Karen Traub –Chair, Martha Field, Dale Houle,
Weezie Houle, Michele Regan-Ladd

Absent: Lori Tuominen, Mary Anne Antonellis

Guest: Paul Jacobs

Meeting called to order at 7:10 PM

1. **Minutes** - approved Nov 10, 2008 minutes
2. **Video** – We viewed portions of a DVD from Cerritos Library in California. Weezie first saw the DVD at a library workshop she attended in Amherst earlier this year. Our goal with watching was to stimulate out-of-the-box thinking for possibilities for features in our future library. Wow!!!! Features at Cerritos: Fish tank with sharks, experiential learning for children, plasma projection of videos, artwork everywhere, theme rooms
Overall Cerritos philosophy: “Honoring the past, imagining the future”
3. **Library Building Program** –
Weezie shared the compiled draft of the Library Building Program. Thank you, Weezie for pulling this together. We reviewed the document, discussed the order of sections and identified areas of the document needing further editing.
 - Reviewed Projected Space Needs for library materials, number of computer terminals and/or tables for laptop use.
 - Reviewed the Building Facility draft.
 - Discussed use of photos in the building program document to illustrate our lack of space. Added a sentence to mention the close proximity of the library to the busy road.
 - Need to review Library History (p. 7) and Building Facility (p.9)
 - Need to review “Suggested Additional Topics” section from the Building Program workbook – do we want to include any other topics?
 - Add list of LFNAC members.
 - Include our design population in executive summary and as a statement at the beginning of the functional area section.
 - Discussed the inclusion of a local history room with a large table that can be used as a secondary meeting room, glassed bookshelf and a large wall map. It would be town history room and not just a history of the library.

- Need to include square footage totals by section
- 4. **Other:** Discussed media reports of an increase in the number of people visiting libraries across the country due to the economic downturn. On Sundays, the Spear Library has a line waiting to get in at opening time.
- 5. **Updates and Announcements:** None
- 6. **Next meeting date: Wednesday, January 14, 2009, 7PM, Town Hall**

Meeting adjourned: 8:35PM

Respectfully submitted,
Martha Field