

**Library Facility Needs Assessment Committee  
(LFNAC)  
September 17, 2008  
7:00PM  
Town Hall  
Meeting Minutes**

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

**Absent:** Mary Anne Antonellis

**Guest:** Frank Citino

Meeting called to order at 7:02 PM

1. **Minutes** - Aug 20<sup>th</sup> minutes revisited.
  - a. Committee agreed to amend the already accepted and approved minutes. Regarding #1, remove the quoted statement identifying what needed to be corrected. The “1\_” was corrected to read “1 1/2 (one and a half)”.
  - b. Also, regarding #3, insert “functional area specifications” after “area descriptions”.
  - c. Approved the amendments to the amended minutes; the Aug 20<sup>th</sup> minutes will be reissued.

**Minutes** – Sept 10<sup>th</sup>, approved as amended.

2. **Materials Shared-**
  - a. Karen shared the Designing and Constructing Public Facilities notebook with the group. The content will be important for the architect.
  - b. Karen shared the folder of materials she received when she attended the Planning & Design Grants Recipients Workshop last year.
  - c. Karen shared floor plans from area libraries; Lori made copies for the committee.
3. **Library Building Program**
  - a. Discussed the statement about the inadequacies of the current library; all existing shelving has been measured and current use designated; a scale drawing of the current library floor plan will be made. The previous building program was reworked to fit the current situation.

The building was previously believed to measure 900 square feet but is really 768 square feet.

- b. Executive Summary - Karen shared the most recent draft (8/20/08) and we discussed.
- c. Projected Space Needs: Preliminary Estimate for Library Materials - Michelle shared a draft and we discussed. Karen shared the Libris Design Planning references sheet; Weezie checked their website: [www.librisdesign.org/docs/shelvingforLibraries.pdf](http://www.librisdesign.org/docs/shelvingforLibraries.pdf)

Currently, there are 7,730 book holdings in the Spear Memorial Library. Following the “excellent” category, the estimates in the draft show an increase in book holdings to 22,800 for a 20-year target. Holdings for audio, tapes, computer software, etc. will be decided later when we have more information about collections at other libraries.

Michele will meet with Mary Anne to discuss more details about future holdings.

- d. Community Profile – Martha shared draft and discussed next steps. We divided the parts of this section to complete details:
  - i. Weezie – communication paragraph
  - ii. Karen – planning dept for the zoning change
  - iii. Lori – General Economic StatisticsMartha will send out the electronic draft; send changes for their sections back to Martha to incorporate.

#### **4. Updates and Announcements**

- a. Karen reviewed the activities of LFNAC over the past year; LFNAC has accomplished a lot over the past year.
- b. Lori will give a LFNAC update at the next All-Boards meeting.

#### **5. Next meeting date – Wednesday, Oct 15, 2008, 7PM, Town Hall**

Meeting adjourned: 8:50 PM

Respectfully submitted,  
Martha K. Field