

**Library Facility Needs Assessment Committee (LFNAC)**  
**December 6, 2010, 7:00PM, Town Hall**  
**Meeting Minutes**

**LFNAC Members Present:** Lori Tuominen, Weezie Houle, Martha Field, Michele Regan-Ladd, Dale Houle  
**LFNAC Members Absent:** None  
**Guests:** Mary Anne Antonellis, Becky Torres, Mark Sullivan

Meeting called to order 7:05 PM

1. Minutes – approved November 29, 2010, minutes
2. Mass Historical Commission application – Mark reviewed and we are all set with the application; Mary Anne will sign and send the application.
3. Floor plan – reviewed latest version of schematic of floor plan received from OEA.
4. Grant Application - discussed draft sections of grant application
  - Reviewed maps and directions (Michele will complete).
  - Rewrite parts of section 9.B.a, Needs Assessment (Martha).
  - Rewrite parts of section 9.B.d, Service goals/objectives (Mary Anne).
  - Write drafts of abstract (Michele and Dale).
  - Reviewed photo captions.
  - Create table for groups involved in planning process (Martha).
  - Reviewed photo showing outline of building site.
  - Reviewed Sustainable Features sections; insert first page of LEED chart (Weezie).
  - Reviewed all financial charts in section 3. Becky will get a preliminary energy estimate. Review again at next meeting.
  - Reviewed grant listing of responsibilities of Project Manager.
  - Reviewed list of Assurances and Certifications.
  - Reviewed next steps from November 29<sup>th</sup> minutes.
    - Review list of building improvements since 2008 (Dale).
    - Edit table showing increased circulation and funding for staffing (Mary Anne).
    - Edit table for off-site programming (Mary Anne).
    - Continue to review acreage for consistency: **19.57 acres** (Weezie).
    - Waiting for confirmation on budget estimates from OEA (Lori).

- Insert the deed, as is, for the grant application.
- Photo of someone going down trap door (Weezie & Mary Anne)
- Photo of four full delivery bins (Weezie & Mary Anne)
- Need one more real estate estimate (Mary Anne)
- Everyone review content from Nov 29<sup>th</sup> listing.

5. Next steps:

- A draft will be sent to an editor Dec 10<sup>th</sup>.
- Discussed at what point Library Trustees will review. When it goes to outside reviewers, Library Trustees will be given a copy. Michele will update the Library Trustees of LFNAC's progress.
- Everyone send edits to Weezie by Friday (12/6) morning and copy Lori.
- Include Mary Anne's resume (Mary Anne).
- Send to reviewers week of Dec 20<sup>th</sup>.

6. Next Meeting Date:

Monday, December 20, 2010, 7PM  
Monday, January 3, 2010, 7PM  
Monday, January 10, 2010, 7PM

Meeting adjourned 9:28PM

Respectfully submitted,

Martha Field