

**Library Facility Needs Assessment Committee  
(LFNAC)  
February 12, 2008  
7:00 PM  
Shutesbury Town Hall  
Meeting Minutes**

**Present:** Dale Houle, Weezie Houle, Martha Field, Karen Traub  
**Absent:** Michele Regan-Ladd, Lori Tuominen  
**Guests:** Mary Anne Antonellis

Meeting called to order 7:22PM

1. **Minutes** – approved minutes from January 14, 2008  
We are considering posting the minutes on the LFNAC page of the M.N. Spear Library web site.
2. **Forums** – Karen talked with the Sirius community. Sirius would like to have a library forum on a Wednesday evening at a Sirius Community dinner; Karen will continue to make arrangements.

Forum moderators- Decided that LFNAC members will moderate the forums and will alternate days.

Weezie will write the forum agenda; discussed key questions for leading the forums:

What are your hopes and dreams for the future of the M.N. Spear library?  
What input can you give LFNAC about the location of a new library?  
What kinds of things would you like to do in a new library?  
What kind of services would you like a library to offer?  
What do you think are the limitations of our current library facility?  
What are your concerns about the town building a new library?

- Paper and pencils available for forum participants; Mary Anne will have some available at the library and Karen will pick-up.
- The Friends will financially support snacks and beverages – doughnuts, cider, tea, sugar, milk; Weezie will pick up snacks.
- Mary Anne has cups and tea pot and tea; she will leave at the library
- Martha will take minutes at the forums.
- Moderator will welcome participants and let participants know that comments will be recorded without names.

March 1<sup>st</sup> forum, 10 – Noon; Shutesbury Town Hall  
Karen will talk with Lori about moderating the March 1<sup>st</sup> forum.  
LFNAC members will arrive at 9:30AM for the March 1<sup>st</sup> forum

Weezie will handle the following forum announcements:

- Roadtown News for the March 1<sup>st</sup> forum, place for Feb 14th
- Post on the town website under news and announcements section
- Request that Fred Steinberg (town volunteer web master) send a town-wide email on the Monday before the forums.

Mary Anne will post announcement on the library sandwich board.

Tuesday, May 13<sup>th</sup> at 7PM forum at SES is confirmed.

3. Updates  
Mary Anne will attend a senior lunch in March.
4. Library Building Program - discussion postponed
5. Survey – results of the LFNAC survey were distributed; discussion ensued. Thank you, Weezie for tabulating and compiling the results. Total survey count is 201 respondents. Decided to stop and conclude the survey.
6. Next meeting date – **Tuesday, March 11, 2008, 7PM**, Town Hall

Meeting adjourned 8:55PM

*Respectfully submitted,*  
Martha Field