

**Library Facility Needs Assessment Committee
(LFNAC)
Dec. 10, 2007
7:00 PM
Shutesbury Town Hall
Meeting Minutes**

Present: Martha Field, Lori Tuominen, Karen Traub, Michele Regan-Ladd

Absent: Dale Houle, Weezie Houle

Meeting called to order at 7:12PM

1. Minutes – approved Nov 13th minutes
2. Update for Library Director – Final interviews this week; person would start January 1, 2008.
3. Survey updates – At the meeting after next we will determine whether to stop the survey or determine which population groups are missing input.
4. Letter for invitation for past committee – approved; Martha will send this week. We will need to meet in a room in the Town Hall that holds about 12 people. Martha will let Leslie know about the room size. Martha will get some updated addresses. Lori will follow-up with people if we don't hear from them.
5. Library building program – review how far we are with drafts
Executive Summary – save for later, LFNAC
Table of Contents – save for later, LFNAC
Contact Names & Addresses – LFNAC
Program summary - another term for the executive summary, NA
Community Description – LFNAC – Martha – updating with current data and future projections
Library History – LFNAC – Karen – posted on the yahoo group web site; continue for next time
Governance – LFNAC – Lori – will review and rewrite for next time
Collection – Library Director – Michelle will update
Mission/Vision – LFNAC – Lori – took directly from 2007-11 LR plan, *complete*
Building Facilities- LFNAC – Weezie and Dale
Standard Measurements/Physical – LFNAC – Weezie and Dale
Projected Space Need Charts – LFNAC and Library Director, Universal Design
Standards for libraries, sustainability, fragrance-free
Area Descriptions – LFNAC and Library Director
6. Timeline – discuss with past committee members at the January meeting. Construction grant application comes after the Building Program is completed and a new round of applications are being accepted by the Commonwealth.

In addition to a new site, discussed exploring different alternatives such as renovating the Town Hall and building a new town facility for public safety. All ideas should be expressed; we will get different ideas from the public forums.

January – March 2008 – plan and conduct public forums

March 2008 – Building Program draft for Library Trustees

April 2008 – Building Program draft completed

May 2008 – Building Program draft presented for a Town Meeting update; we will need a power point presentation

June - August 2008 – plan fund raising, Sharon Davenport has agreed to help

September 2008 – hire architect

7. Town land parcels - Identified town land parcels based upon tax records and locations on town maps. Thank you, Leslie, for your help.
 - a. Behind the Fire Department: 3.7 acres, designated recreation
 - b. Behind the Town Hall: 13.5 acres, past town meeting vote gives permission to consider this parcel for a library. What does this mean in terms of other town parcels? Revisit. Refer to Article 19, of May 3, 2003, annual town meeting.
 - c. Lot 032, 66 Leverett Rd., 429 feet frontage: 22 acres
 - d. Other land with more than 3 acres is designated conservation

8. Public forums
 - have the forums pre and/or post Friends of the Library and Library events
 - have a variety of places and times
 - Sunday afternoons at the Shutesbury Athletic Club LFNAC, coffee hour
 - John Ramsay and Mary King of Western Mass Regional Library Systems (WMRLS) will help conduct forums. Karen will contact John and Mary to discuss possible times.

9. Next steps:
 - Send letter for meeting with former library building committee members – Martha
 - Arrange larger Town Hall room space for Jan 14, 2008, 12 people - Martha
 - Contact possible forum leaders – Karen

Next meeting: January 14, 2008; 7PM

Identify meeting times for spring

Adjourned: 9:05PM

Respectfully submitted,
Martha Field