Library Facility Needs Assessment Committee (LFNAC)
May 13, 2009
7:00PM
Town Hall
Meeting Minutes

LFNAC Members Present: Karen Traub, Mary Anne Antonellis, Martha Field, Dale Houle, Weezie Houle.
Absent: Michele Regan-Ladd, Lori Tuominen
Guest: None

Meeting called to order at 7:10 PM

1. **Minutes** - approved minutes of April 8, 2009, as amended.

2. **Town Meeting Presentation** – well done! Weezie will send power point presentation to committee members and to Leslie.

3. **Project Manager – update**
Three proposals were received and ranked by the sub-committee. The sub-committee invited the top firm for an interview (D.A. Sullivan & Sons, Inc. of Northampton). Mark G. Sullivan, President, visited and the sub-committee checked references. The total budget is not to exceed $7350. D.A. Sullivan has experience with a number of other public libraries in western Massachusetts. The same firm actually worked on the original M.N. Spear Library in 1902.

Next Steps:
- Contract sent to David Dann and will be shared with Shutesbury’s Town Attorney. Library Trustees will approve the contract on June 2\(^{nd}\) and Selectboard will approve contract on June 9th.
- Once contract is signed, D.A. Sullivan will draft “qualifications for an architect”.
- Mark Sullivan will be invited to the next LFNAC meeting on June 10\(^{th}\). We will request for an adjusted timeline and schedule based on hire date.

4. **Library Building Program** – Three hard copies with comments and corrections were returned to the library. These edits and other input will be incorporated for a next draft to be sent to D.A. Sullivan before the June 10\(^{th}\) LFNAC meeting.
Due to conflict of interest, Weezie withdrew her acceptance of the $300 stipend approved at the April 8th meeting. She will remain as an active member of LFNAC.

5. Updates and Announcements
   In one week, library patrons may borrow museum passes to Mass MOCA, the Eric Carle Museum of Picture Book Art, and the Springfield Quadrangle Museums
   June 24th – Kick-off for the summer reading program
   July 15th – Creature Teachers
   August 17th – Evening star gazing
   August 19th – End of summer reading program, Science is Magic program

6. Next meeting date – Wednesday, June 10, 2009, 7PM, Town Hall