

Library Facility Needs Assessment Committee, (LFNAC)
June 2, 2010, 5:30PM, Town Hall
Meeting Minutes

LFNAC Members Present: Dale Houle, Weezie Houle, Lori Tuominen, Martha Field, Michele Regan-Ladd
LFNAC Members Absent: None
Guests: Mary Anne Antonellis, Library Director; Karen Traub, Library Trustee Chair; Becky Torres, Town Administrator; Rosemary Waltos, Director of MBLC; Mark Sullivan, D.A. Sullivan and Sons

Meeting called to order 5:35PM

1. Welcome Rosemary Waltos, MBLC Construction Consultant. Thank you for coming to visit with us and discuss the MBLC grant application process.

Roe gave an overview of current library construction with the state. Sixteen libraries have turned down state funding, so there is more money in the pool for the next grant round. There will probably be \$55 to 60 million in the next grant round. MBLC expects 50 to 60 grant applications. Approximately 6 to 10 grants will be awarded immediately in July 2011 and other applicants will be placed on a waiting list. Library applications that are not funded and not put on the waiting list will be asked to re-apply. When a new bond is authorized by the Commonwealth, then other libraries will be able to be funded. Application materials will be available on-line only for those who attend the workshop and have an approved letter of intent. There is a new funding formula for this next grant round.

The Construction Grant was announced on May 19, 2010. A grant packet was sent to town officials and Library Directors. Roe distributed the *Program Notice for the Massachusetts Public Library Construction Program*. The Letter of Intent is due October 5, 2010. It cannot be faxed. Roe is 99% sure that our letter of intent will be accepted.

Applicant workshop: Once the Letter of Intent is accepted, LFNAC will be required to attend a mandatory workshop in late October 2010. Roe referred to the calendar listed in the Program Notice to discuss dates. Grant forms will be only distributed at the workshop. Attendees will also receive a password at the workshop so they can access electronic versions of the grant application forms.

Grant Application: **Grant is due January 27, 2011.**

The panel reviewing the grants: staff member from the Board of Library Commissioners, four independent grant reviewers who have been involved in library building programs both in and out of state, and an architect who will visit the sites of all applications. Then recommendations are made to the MBLC Board at the July 2011 meeting and there will be a vote to approve or wait- list specific applicants. If an application is not wait listed then the town will be asked to reapply.

Roe believes that Shutesbury is in a very good place regarding the timeframe for the application process. LFNAC should ensure that the library's long range plan is on file with

MBLC by Oct. 1, 2010. Roe recommended that Mary Anne contact MBLC to ensure that library documentation is current.

The Building Program and the design should be in sync. Also, be careful with dates to ensure that the documentation shows that the Building Program was finalized with a date before the architect was hired.

Include in the grant application the Town Meeting approval of May 1, 2010, to expend grant money and of the preliminary design. Use the vote count to show town support. All seems to be aligning for the Shutesbury application.

After being awarded the grant, a town will have 6 months to secure full funding. If this timing is out of the town's town meeting cycle, it may need to be brought forward in a special town meeting or approval will be needed from the MBLC to request an extension of time so a funding vote could occur at a regular town meeting. MBLC approves most extensions but this is not guaranteed.

If full funding is secured prior to application there are an extra 5 points, but it is not enough extra points to warrant risking a negative vote for funding before the application. (Total points are approximately 250.) If there is a negative vote, then the town cannot proceed to the application process. It is better to wait to ensure that funding is supported after a grant application is approved by MBLC rather than risk a lack of funding support by a town vote before the application.

After money is secured, MBLC expects construction to be started within 12 months. This allows time to rebid for architect and/or project manager.

Application requirements: refer to the Program Notice

Everything goes back to and should be supported in the Library Building Program which would be included in the application.

Also include site plan, floor plans, and elevations. Include 11 x 17 folded drawings.

Elevations of interior and exterior will be necessary from OEA.

Site plan – included sub surface soils

Photos - include current situation vs. new site

Historical commission: need to include project notification with the application. This can be submitted now.

Narrative will include addressing the questions specifically. Please write succinctly. Show the positive activities that are currently being done at your current building.

Discuss fund raising success to illustrate community support.

It may be helpful to visit the MBLC and review some of the successful grants.

Funding Formula: The funding formula has changed since the last grant round. MBLC is now funding around 50 to 60%. Now an economic need factor is included which combines income and property values and develops a percentage that would be added to the base grant. For Shutesbury, the additional percentage is 11.44% of the base grant award. MBLC

would fund about \$1.75 million plus about \$202,000 for economic need. LEED Certification will add 2 to 3.5% (about \$60,000) of reimbursed funding. Specific percentages are shown in the Program Notice. These figures are estimates.

If there are differences between the Building Program and the design, identify them and address why there is a difference. For example, if there were proposed quiet study areas listed in the building program and not in the design, then state in the application why the study areas were removed. This is only for significant differences, such as eliminating a complete room and downsizing heavily.

Is there anything in the process that LFNAC should be done now or anything that are missing? A complete timeline should be included.

LFNAC could start writing the application using the 2005 application form. Any changes will probably be mostly related to the green library initiative.

LEED certification – Discussed the benefits of hiring a LEED third party consultant and when to have such a consult. Hiring a LEED consultant adds to the cost of the project and would be helpful at different times through the process. It is good that we have been discussing LEED since the beginning. LEED items need to be included in the budget. LEED needs to meet MEEP prior to the bidding process. A LEED consultant would be part of the process prior to a LEED commissioning agent. A LEED consultant could provide a brief review of the preliminary design that would be included in the application. Becky suggested getting more information about the costs of hiring a LEED consultant and LEED certification and input from the town building committee. Hiring a LEED consultant will be discussed at the next LFNAC meeting.

2. Minutes – approved May 11, 2010, as amended
3. Next Steps:
Discuss what exterior changes are needed for the design; we can discuss this at the June 16th meeting. We should make a list at that meeting with the concerns and comments about the exterior. Then LFNAC will send this list to OEA, so they can respond to the exterior with some other ideas. A meeting with OEA would then be planned.

To better facilitate the next meeting, LFNAC members will send comments and/or input they have received regarding the exterior to Martha to compile a list for a handout at the June 16th meeting. Martha will email Leslie for posting with the LFNAC agenda for June 16th.

4. Nominate and elect LFNAC chair – postponed to June 16th
5. Mary Anne shared the budget for the planning grant; she will send a copy to Martha for attaching to the minutes.

6. Next Meeting Dates: **June 16, 2010, 7PM, Town Hall**

Meet adjourned: 7:50PM

Respectfully submitted

Martha Field

