Library Facility Needs Assessment Committee, (LFNAC)
July 21, 2010, 7:00PM, Town Hall
Meeting Minutes

LFNAC Members Present: Dale Houle, Weezie Houle, Lori Tuominen, Martha Field
LFNAC Members Absent: Michele Regan-Ladd
Guests: Mary Anne Antonellis, Mark Sullivan

Meeting called to order 7:12PM

1. Minutes
   a. Review June 16, 2010 minutes – approved as amended
   b. Discuss handling drafts of minutes given new open meeting laws effective July 1st
      Drafts of minutes will be sent to Lori as chair and to Mary Anne and Mark because
      they are not committee members.
      Agenda must be sent to Leslie at least 48 hours in advance to post. Lori will have
      meeting wizard send out a meeting notice the week prior to scheduled meeting
      dates and solicit agenda items.

2. Library Building Program update – Mary Anne completed reviewing the Library Building
   Program for inconsistencies and typos; nothing new was added, just clarifying
   explanations. Mary Anne has not yet passed along the next version to Michele and will
   do so this week. Weezie will ensure that these clarifications are in the proper format so
   they can be added to the program as addendums.

3. Review results of Perc test – The June 28th perc test passed but not very well. The site
   will need a large raised system. Results were forwarded to OEA and OEA’s civil
   engineer; the budget already includes the expense of a raised system. There will be one
   large hump and it will be placed well in back of the building and placed so as not to
   interfere with future uses of LotO32.

4. Hazardous Materials Testing Report – The report was just received this week. Mary
   Anne will review and send a copy to Mark and OEA. Mary Anne will request a PDF of the
   report.

5. Discuss grant sections – reviewed each section of the 2005 version of the grant
   application and divided the sections; the 2010 grant application will be similar
   Abstract – Mary Anne
   Directions – Lori
   Section 1.A: General & Library Information
   1. Population – Weezie
   2. Hours – Mary Anne
   3. Automation – Mary Anne
   Section 1. B: Project Information- committee except for
   4. OEA
   5. Weezie
   8. Volumes, Periodicals, Computer Stations & Seating - Weezie
      Parking spaces – OEA
Staff – Mary Anne
Meeting Room – Mary Anne

Section 1.C: Existing Building
1. Lori
2. Dale
3. Mary Anne
4. Mary Anne
5. Mary Anne - include the fiscal year 2012 long range plan which will be completed by the end of the year
6. OEA
7. Mary Anne - update the chart from the Library Building Program

Section 1.C: Proposed Building
1 – 5. Mary Anne

Section 1.D: Special Conditions - Will review other grant applications first

Section 1.E: Timeline – OEA

Section 2.A: Planning process – Martha
Section 2.B: The Site – Dale with information from OEA
Section 2.C: Building Program relationship to proposed project – Mary Anne & Weezie
Section 2.D: Project Design – Mary Anne & Weezie
Section 2.E: Project Description attachments - OEA

Section 3.B: Financial – NA
Section 3.C: Cost Summary – OEA
Section 3.D: Projected Funding Sources – Weezie

Section 4.A: Assurances – wait for final grant application
Section 4.B: Awarding Authority – wait for final grant application
Section 4.C: Massachusetts Historical Commission Notification – Michele, Lori will talk with Michele
Section 4.D: more Assurances – discuss with Becky

The group going to MBLC will return with copies of successful grants or at least examine how successful grant applications handled specific questions.

Send drafts of answers to open ended questions to Martha who will compile our answers for each question. Please send to Martha by August 9th.

6. Next steps – develop drafts of grant application answers

7. Next Meeting Dates
   a. Wednesday, August 18, 2010, 7PM, with OEA - cancelled
   b. Friday, August 20, 2010, all day trip to MBLC in Boston, leave Shutesbury 8:30AM
   c. Options for another meeting:
      Wednesday, August 25th
      Tuesday, August 24th
Monday, August 23rd
Monday, August 30th
Wednesday, August 11th
Lori will talk with OEA to confirm one of these dates.

d. Wednesday, September 15, 2010, 7PM – OEA will attend

Meeting adjourned 9:02PM
Respectfully submitted,
Martha Field