Library Facility Needs Assessment Committee
(LFNAC)
August 26, 2009
7:00PM
Town Hall
Meeting Minutes

LFNAC Members Present:  Mary Anne Antonellis, Martha Field, Dale Houle,
Weezie Houle, Karen Traub, Lori Tuominen,
Absent:  Michele Regan-Ladd
Guest:  Mark Sullivan, D.A. Sullivan & Sons, Inc.
        Becky Torres

Meeting called to order at 7:03PM
1. Minutes – postponed approval of minutes until next meeting.
2. Reviewed evaluation matrix to be used for proposals.  We will all use a 0
to 5-point rating scale.

   0 means the requested item was not present in the proposal
   1 means the requested item met the minimum for inclusion in the proposal
   2 through 4 are opinion about quality of the item
   5 means the item was terrific and rated very high

Mark reminded us that it is important to read the entire document of a
firm’s proposal and to be thorough.
At the next meeting we will discuss our ratings. Our goal is to have 3 firms
to interview.

3. Distribute proposals – Fourteen proposals were received and distributed
to each LFNAC member for review for next week’s meeting.

4. Updates and Announcements - none

5. Next Steps – see above.

6. Next meeting date:

   Wednesday, September 2, 2009, 7PM – develop short list for interviews

Discussion ended 7:40PM

Respectfully submitted,
Martha Field