

**Library Facility Needs Assessment Committee  
(LFNAC)  
Oct 16, 2007  
7:15 PM  
Shutesbury Town Hall  
Meeting Minutes**

**Present:** Dale Houle, Weezie Houle, Martha Field, Michele Regan-Ladd

**Absent:** Lori Tuominen

1. Minutes – approved Sept 18<sup>th</sup> minutes
2. Members – Weezie accepted invitation to join LFNAC; welcome!
3. Survey – Thank you, Weezie, for formatting the LFNAC survey and analyzing results.  
The adult survey administered at the Celebrate Shutesbury had 84 respondents.  
Some results included: *(a full report of survey results will occur when survey administration is complete)*
  - Many responses showed concern about hours; people want longer hours
  - 85.7% said very or somewhat important to have library located in the town center. Discussed the meaning of “town center”. This may or may not mean just the Town Common. Does it mean the land next to the current library and in front of the church, or does it include land around the town hall? Does “town center” extend to the Fire Station?
  - Over half of the respondents identified a new library as a community center and strengthening community in Shutesbury.
  - Overall people want more activity and a variety of activities at the library.
  - Using the library for research was not a strong need.
  - Most respondents indicated they are using the Internet at home.
  - Respondents are positive about the library website.

Discussed changes in the survey for improvements: age categories, layout

Discussed the next distribution of the survey:

- Dale will speak for 5 minutes at the Friends event at the AC and at the Full Moon/Wendell Coffeehouse next week to describe the process of LFNAC. Surveys will be distributed at this event.
- SES Halloween Fair (Oct 28<sup>th</sup>; 2-3:30PM) Karen will contact PTO to get permission to distribute survey. Dale will distribute surveys.

- Weezie will investigate when the Flu Clinic is being held for possible survey distribution; also, she will contact groups for email distribution.
- PTO Dance at SES and the Friends of the Library refreshments, Nov 9<sup>th</sup>; surveys will be distributed.
- Friends of the Library Holiday Fair, Dec 14 (6-9PM) and 15<sup>th</sup> (10-Noon), local author book signing and crafts, location SES, distribute surveys.
- Karen will solicit respondents from the AC and leave some survey at the AC.
- Depending on the number of survey responses after these events, LFNAC may use a town mailing for distribution, too. We want to reach a full spectrum of people in the town.

#### 4. Forums

Discussed schedule and purpose for forums. Invite Mary King and John Ramsey from Hatfield (WMRLS) to moderate in a place and environment that we can document feedback given at the forum.

Forums will be held from January to April to get specific follow-up input based upon survey responses.

#### 5. Project Manager/Director

Discussed hiring a project manager (architect/engineer) and/or a project director/consultant/librarian. There has been some discussion at the Trustees meeting; they will wait until the new librarian is hired. Need to write a job description of what is needed for this position.

#### 6. All-Town Read: "A tale for seven towns"

Seven towns participating. *The Worst Hard Time* by Timothy Eagen.

The book addresses land use issues and how the dust bowl experience was a result of poor land use management.

How can LFNAC link in to the program for Shutesbury? Events will occur from January through March 2008? Does LFNAC want to be involved?

#### 7. Next steps:

- Review the library construction program workshop handout number 1 for next time.
- Discuss timeline for project (completing the Building program documents) at next meeting

**Next meeting: Tuesday, Nov 13, 2007, 7PM**

*Respectfully submitted,*  
Martha Field