Library Facility Needs Assessment Committee (LFNAC)
December 6, 2010, 7:00PM, Town Hall
Meeting Minutes

LFNAC Members Present:  Lori Tuominen, Weezie Houle, Martha Field, Michele Regan-Ladd, Dale Houle
LFNAC Members Absent:  None
Guests:  Mary Anne Antonellis, Becky Torres, Mark Sullivan

Meeting called to order 7:05 PM

1. Minutes – approved November 29, 2010, minutes

2. Mass Historical Commission application – Mark reviewed and we are all set with the application; Mary Anne will sign and send the application.

3. Floor plan – reviewed latest version of schematic of floor plan received from OEA.

4. Grant Application - discussed draft sections of grant application

   - Reviewed maps and directions (Michele will complete).
   - Rewrite parts of section 9.B.a, Needs Assessment (Martha).
   - Rewrite parts of section 9.B.d, Service goals/objectives (Mary Anne).
   - Write drafts of abstract (Michele and Dale).
   - Reviewed photo captions.
   - Create table for groups involved in planning process (Martha).
   - Reviewed photo showing outline of building site.
   - Reviewed Sustainable Features sections; insert first page of LEED chart (Weezie).
   - Reviewed all financial charts in section 3. Becky will get a preliminary energy estimate. Review again at next meeting.
   - Reviewed grant listing of responsibilities of Project Manager.
   - Reviewed list of Assurances and Certifications.

   - Reviewed next steps from November 29th minutes.
     - Review list of building improvements since 2008 (Dale).
     - Edit table showing increased circulation and funding for staffing (Mary Anne).
     - Edit table for off-site programming (Mary Anne).
     - Continue to review acreage for consistency: 19.57 acres (Weezie).
     - Waiting for confirmation on budget estimates from OEA (Lori).
5. Next steps:
   - A draft will be sent to an editor Dec 10th.
   - Discussed at what point Library Trustees will review. When it goes to outside reviewers, Library Trustees will be given a copy. Michele will update the Library Trustees of LFNAC’s progress.
   - Everyone send edits to Weezie by Friday (12/6) morning and copy Lori.
   - Include Mary Anne’s resume (Mary Anne).
   - Send to reviewers week of Dec 20th.

6. Next Meeting Date:
   - Monday, December 20, 2010, 7PM
   - Monday, January 3, 2010, 7PM
   - Monday, January 10, 2010, 7PM

Meeting adjourned 9:28PM
Respectfully submitted,
Martha Field