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West Woodstock Library Association

01.05.2004 Board of Trustees Meeting Minutes

1. **Call to Order** - The first meeting of the newly elected board members was called to order by Doug Hurley at 7:05PM. All 15 members were present by 7:10PM, please see the attached list of names.
2. **Nomination and Selection of Meeting Secretary** - Craig Tyler volunteered, Roger Gale motioned to nominate Craig Tyler and John Miller seconded the motion. Craig Tyler was elected meeting secretary by unanimous vote.
3. **Election of Board of Trustees Officers** – Discussion of process to be used to elect officers was lead by Doug Hurley.
 - A. The new president’s term will be 1 and ½ years (with the next election in 7/2005) and all other officer’s terms will 6 months (with the next election in 7/2004). This was agreed to by all in a unanimous vote.
 - B. President’s election – Doug Hurley was nominated by Roger Gale and seconded by Craig Tyler. There were no other nominations, Doug accepted the nomination and was elected President by unanimous vote.
 - C. Vice President’s election – Roger Gale and Craig Tyler were nominated but declined. John Miller was nominated by Roger Gale and seconded by Paul Lynn. There were no other nominations, John accepted the nomination and was elected Vice President by unanimous vote.
 - D. Treasurer’s election – Sam Hunter was nominated by Pat Pelloth and seconded by Roger Gale. There were no other nominations, Sam accepted the nomination and was elected Treasurer by unanimous vote.
 - E. Secretary’s election – Craig Tyler was nominated by John Miller and seconded by Luisa Cheney. There were no other nominations, Craig accepted the nomination and was elected Secretary by unanimous vote.
 - F. Board of Trustees Representatives’ election – Pat Pelloth was nominated by Roger Gale and seconded by Paul Lynn. Susan Conover was nominated by Roger Gale and seconded by Craig Tyler. There were no other nominations; Pat and Susan both accepted the nominations and they were both elected Board of Trustees Representatives by unanimous vote.
4. **Election of Board Sub-Committee Responsibilities** - Doug Hurley lead a discussion of the previously existing sub-committees and their activities. The following action items resulted.
 - A. Spelling Bee – Luisa Cheney volunteered to pick up the spelling bee and contact Peter Ellsworth to see if this can still be put on track for the originally planned date in February.

Cathy Lewis and Susan Conover will also help Luisa. Roger Gale motioned the board authorize up to \$100 to spent for advertising as necessary, this was seconded and the board voted in favor unanimously.

- B. Craig Tyler volunteered to contact the present chairpersons of the Building Report, Community Report and Development Report to see if they would present a current status update at a future board meeting. He will also see if they are interested in continuing to volunteer on these sub-committees. The Board will then decide the makeup and future direction of these sub-committees. Pat Pelloth and Cathy Lewis expressed interest in working on the Community Report and Dave Wright would like to work on the Building Report.
 - C. Doug Hurley discussed the Librarian Report and the need to have someone chair this position (necessitated by the termination of the previous librarian). Pat Pelloth was nominated by Don Harding and seconded by Dave Wright. Pat accepted the nomination and elected by unanimous vote.
 - D. Sam Hunter answered questions about the present financial state of the library, the budget he proposed, how fund raising would help and how the Development Report should work with him on preparing a budget for presentation to the Town of Woodstock for next fiscal year.
5. **Librarian Volunteer Duties – Continuation Plan** – Pat Pelloth gave an update on the current status of the volunteer staffing. She will be holding a training session for new volunteers on Saturday, 1/17/04, at 10AM. The board decided to continue with volunteer staffing until the board has time to review and develop a plan for staffing for the next fiscal year, which begins in 7/2004.
6. **Open Discussion** – Several topics were brought up for discussion.
- A. Doug Hurley informed the board of the current situation surrounding the termination of employment with the former librarian.
 - B. Don Harding suggested the list of attendees at the 01.04.2004 WWLA meeting be used as a source for volunteers.
 - C. Pat Pelloth discussed the help that has been obtained through the Connecticut Library Board in making improvement suggestions for the library.
 - D. Until the board has an opportunity to formalize purchasing and budgeting measures, it was motioned by Sam Hunter and seconded by Craig Tyler that Pat Pelloth be authorized to spend up to \$300 per month or a total of \$1,800 over the next 6 months for new books and supplies as she sees fit. A vote was taken and this was approved by unanimous vote.
 - E. Chris Bates offered to help Pat Pelloth in finding lower cost sources of books.
 - F. The executive board will work with Sam Hunter to determine what purposes the various Certificates of Deposit the library has are to be used for and report back to the full board.
 - G. Doug Hurley suggested all new board members obtain a copy of Robert’s Rules of Order and familiarize themselves with these.
7. **Adjournment** – The meeting was adjourned at 8:50PM.

Respectfully submitted,
Craig Tyler