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## West Woodstock Library Association

### 01.24.2004 Board of Trustees Meeting Minutes

1. **Call to Order** - The meeting was called to order by Doug Hurley at 2:10 PM. Please see the attached list of names of Board members and Association members in attendance.
2. **Introduction of the elected Board of Trustees Executive Committee** – Doug Hurley introduced himself, John Miller, Sam Hunter, Craig Tyler, Susan Conover and Pat Pelloth.
3. **Acceptance of Previous Meeting Minutes** – Gail W. White submitted her minutes from the January 4<sup>th</sup>, 2004 WWL Association meeting. Doug Hurley motioned these be accepted, seconded by Don Harding, the motion was passed unanimously. Craig Tyler read his minutes from the January 5<sup>th</sup>, 2004 Board of Trustees meeting. Roger Gales motioned these be accepted, seconded by Doug Hurley, the motion was passed unanimously.
4. **Treasurer's Report** – Sam Hunter gave a brief update on the status of the bank accounts.
5. **Sub-Committee Transition Discussion** – The following sub-committee updates were presented.
  - A. **Building Report** – Gail W. White discussed the current status of the committee. The most recent, current members of the committee are Gail, Sam Hunter, Jeff Usher, Paul Lynn and Lucy MacWilliams. Gail reported that a \$5,000 contribution had just been received and that would allow the completion of Phase 2 in the Spring. This will include all the site work, complete foundation for the entire addition and the reassemble of the law office. It appears that work on Phase 3 can also start by capping the foundation portion of the connector. It was also mentioned that Dave Wright had expressed an interest in joining this sub-committee.

Susan Conover brought up a recent local newspaper article about the Shetucket Corridor Grant program that the library had applied for in the past but was not successful. It was motioned by Doug Hurley and seconded by Roger Gale that the library applies again before the current 3/1/04 deadline. The motion passed unanimously. Susan Conover, Roger Gale and Gail W. White volunteered to undertake this. Another motion was made by Doug Hurley that these volunteers have the authority to submit the grant application without prior Trustees review in view of the short time period. This was seconded by Sam Hunter and pass unanimously.

**B. Community Report** – Craig Tyler reported that Gail White had started to do some work on this new sub-committee in the Fall but a new group of volunteers is needed as Gail will not be able to continue at this time. Cathy Lewis, Don Harding and Doug Hurley volunteered to work on this committee. A target presentation date for the first newsletter was set for the next Trustees meeting on 3/14/04.

**C. Development Report** – Craig Tyler provided a brief update from Peter Ellsworth that included 6 goals that he recommended to the Trustees, these are attached. New volunteers to serve on the sub-committee are Craig Tyler, Luisa Cheney, Shirley Toth and Don Harding. Craig will check to see if two former members of this sub-committee, Lucy MacWilliams and Peter Ellsworth, are interested in continuing.

**D. Librarian Report** – Pat Pelloth presented the Librarian’s report (attached) and went over the various accomplishments that have been made over the past month. Pat wanted to remind everyone that patron’s can buy books through the library with a very substantial discount. A motion by Don Harding that the library adds a \$1 fee per book bought this way in order to help raise funds. This was seconded by Craig Tyler and passed unanimously. Susan Conover and Shirley Toth volunteered to help Pat with researching and formulating a lending and collection policy to be reviewed at the next board meeting. The subject of mileage reimbursement for Pat’s and other volunteers trips to book swaps be considered. It was suggested that this be included as a line item in the next fiscal year budget. Paul Lynn suggested that the broken library copier be repaired or replaced. Craig Tyler offered to buy the current copier “as is” for \$75. Doug Hurley motioned this offer be accepted, Roger Gale seconded and the motion passed unanimously.

**E. Spelling Bee** – Luisa Cheney and Craig Tyler provided an update on the status of the spelling bee. Peter Ellsworth is working with the Norwich Bulletin and the Otis Library in Norwich and the bee will be held on 3/27/04 at the Three Rivers Community College. Peter forwarded documents that outline the timeline and they are attached. Luisa Cheney will investigate if there are any fund raising opportunities for us at the spelling bee.

6. **Discussion of 2004 Board of Trustees “Action Item” List Recommendations** – The following items we discussed.

A. Sam Hunter reported that Leschke-Puffer quoted an additional \$500 over the present insurance policy cost of approximately \$600 (for a total of ~\$1,100/year) to increase the coverage limits on the building from \$50K to \$100K, the contents from \$5K to \$200K and the liability to \$300K. A motion to let Sam obtain another competitive quote, select a vendor and go ahead with a coverage increase was made by Don Harding and seconded by Paul Lynn. The motion was approved unanimously.

B. Pat Pelloth gave an update on her progress on implementing the recommendations of the CT Library Review. She is working on the children’s section now. John Miller was concerned as to how this would affect the adult section. Pat indicated she would bring the topic up for discussion again at the next scheduled Board meeting in March before proceeding with the adult section.

- C. John Miller reviewed his findings on the state of the attic insulation. We only have a 3” R11 batt over the entire ceiling. The cost to add a layer of 6” R19 fiberglass batts will cost approximately \$350 based on 2 quotes he had (Morse and Chace). This will bring the attic insulation to a R30 level. Paul Lynn made a motion that John Miller is authorized to spend up to \$350 for insulation and Susan Conover seconded. The motion passed unanimously. Roger Gale and Craig Tyler volunteered to help John with installation, John Miller said Dave Wright would also help.
  - D. Craig Tyler reported he is still investigating the current state on our tax-exempt status.
  - E. After a general discussion on the need to review and possibly amend the constitution, bylaws and librarian job duties, Susan Conover volunteered to chair a committee to do this. Roger Gale, John Miller and Shirley Toth also volunteered to serve. The target would be to have this reviewed, revised and ready for a final vote by the time of the annual association meeting in June.
  - F. As mentioned above, Susan Conover and Shirley Toth will assist Pat Pelloth in developing a loan and collection policy. It was suggested they survey other local libraries and develop a policy. John Miller motioned that Pat is given the authority to implement a policy, Sam Hunter seconded and the motion passed unanimously.
  - G. Doug Hurley asked for volunteers to help develop a mission statement for the library. This is also important to have when applying for grants. Doug and Pat Pelloth volunteered to work on this.
  - H. Sam Hunter is working on the 2004 budget request to the town.
7. **New Business** – The following items were discussed
- A. We need to send a thank-you letter to the church for the use of their facilities for all of the meetings held over the past 3 months.
  - B. It was suggested a \$100 donation to the church also be made. Craig Tyler motioned this, Susan Conover seconded and the motion passed.
8. **Adjournment** – The meeting was adjourned at 3:55 PM.

Respectfully submitted,  
Craig Tyler