



5 Bungay Hill Connector
Woodstock, CT 06281
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West Woodstock Library Association

03.14.2004 Board of Trustees Meeting Minutes

1. **Call to Order** - The meeting was called to order by Doug Hurley at 2:05 PM. Board members John Miller, Cathy Lewis, Deborah Gilbert and Don Harding were not able to attend. Please see the list of all attendee names in the meeting file.
2. **Reading and Acceptance of 01.24.2004 BoT Meeting Minutes** – Craig Tyler submitted his minutes from the January 24th, 2004 WWL Association BoT meeting minutes. Roger Gale motioned these be accepted, seconded by Dave Wright, the motion was passed unanimously.
3. **Treasurer’s Report** – Sam Hunter gave an update on the status of the bank accounts and budget presentation to the Town of Woodstock. His report has been added to the meeting files.
4. **Committee Updates** – The following committee updates were presented.
 - A. **Building Committee** – Gail W. White gave a detailed update on the committee’s progress with the spring construction plans and QSHC grant applications. Her report has been included in the meeting files. A discussion ensued on the need to document the construction from beginning to end for the historical records of the library. Gail will be taking photographs and Paul Lynn suggested that perhaps someone could document the construction with video recording. Roger Gale said he would ask his wife if she might document the construction in her “Lifestyles of Woodstock” cable television series.
 - B. **Community Committee** – Craig Tyler reported that the committee had met and was targeting a publication date for the first newsletter by 4.15.2004. He requested that all committees submit a brief update for inclusion in the newsletter. The present intent is to hand out the newsletter at the library and post in some locations around Woodstock. Craig asked the Development Committee for a list of names that the newsletter should be mailed to. He also requested \$100 in funds for printing and distribution costs. A motion was made by Paul Lynn to authorize this; it was seconded by Roger and all voted in favor.
 - C. **Development Committee** – Doug Hurley provided an update on the committee’s progress, please see his update in the meeting file. Doug discussed the status of the QSHC grant applications and the progress that Gail, Susan and he have made. He reviewed the grant support letters initiative and went over responsibility assignments. Doug revised and forwarded an updated list to board members via email the same day after the meeting, a copy in the meeting file. Doug emailed a copy of Gail’s Project Overview document and sample grant support letter to all board members in support of this. Doug has created a calendar of fundraising events during the coming year.

Volunteers were solicited for the 3.20 Book and Bake sale. Doug, Luisa Cheney and Craig Tyler volunteered to set up and staff a table at the 3.27 Spelling Bee being held at the Three Rivers Community College. Luisa volunteered to solicit donations from local businesses for items to sell at the table. Laurel Garry will take the lead on the June 6th Green Valley Walk and help to organize that effort.

D. Librarian Committee – Pat Pelloth presented the Librarian’s report (see meeting file) and went over the various accomplishments that have been made over the past 2 months. After a review of other local libraries it was decided to stay with the conscience box and not to adopt a formal late fee collection policy. Pat requested that someone volunteer to assist in writing thank you notes for the library to make sure these get done in a timely fashion. Shirley Toth volunteered to take on this responsibility.

5. Board of Trustees Action List Updates – The following items we discussed.

- A. Sam Hunter reported that the insurance has been increased to \$100K on the building and \$200K on the contents, the cost was noted in his Treasurer’s report.
- B. Pat Pelloth gave an update on her progress on implementing the recommendations of the CT Library Review. She is now beginning work on the adult section.
- C. Dave Wright reported that the attic insulation project was completed. Dave noted we would need to add some additional insulation over the area with the heater as it was discovered that there was no insulation at all over that portion of the building. The plan will be to tackle this when the side of the building is opened up for the connector construction.
- D. John Miller is reviewing the state of our tax-exempt status.
- E. Roger Gale and Susan reported on the progress of the bylaws, constitution and the mission statement review. They would like feedback on their draft given out during the meeting. They would like this back by 5.1 and they also plan to hold a meeting on 5.15 at the library to final comments and revisions so the final draft can be presented for a vote at the association meeting on 6.13.2004.
- F. Sam Hunter has submitted the FY2005 budget request of \$15K to the town. Roger Gale stressed the importance of everyone taking the time to attend the town budget review meetings in support of our request.

6. New Business and Open Discussion – The following items were discussed.

- A. Doug indicated that we need to reassemble a nominating committee for the trustee election to be held at the June association meeting. It was suggested that the previous committee be reinstated and that John Miller would again chair this. The committee will need to present a slate of trustees for election in June. Roger Gale made a motion; this was seconded by Dave Wright and approved unanimously.
- B. The need for a librarian search committee was discussed. Several members felt that we could offer the job to Pat Pelloth without a formal search since we are only hiring for part-time job. The trustees decided the executive committee should decide who and how to hire.
- C. Doug proposed that we make it formal policy to reimburse the librarian for personal car mileage when travelling to area libraries for meetings on library business. A rate of \$0.35 per mile was proposed. A motion was made by Roger Gale that Pat Pelloth should be reimbursed for 100 miles to cover trips she has made in recent months; this was seconded

by Dave Wright and was approved unanimously.

- D.** Doug proposed that a \$100 donation to the church be made for meetings held so far this year. Roger Gale made a motion; this was seconded by Sam Hunter and approved unanimously.
- E.** Doug also proposed that a committee be formed to address the upcoming 75th anniversary of the library association. Doug Hurley, Sam Hunter, Pat Pelloth, Susan Conover, Lucy MacWilliams and Shirley Toth volunteered to serve on this committee.

7. **Adjournment** – The meeting was adjourned at 4:10 PM.

Please note that a copy of all above mentioned reports are available for online viewing on the library computer.

Respectfully submitted,
Craig Tyler