

May 21, 2004 – Proposed Changes to the WWLA Constitution and By-Laws

The Constitution and By-Law Committee (Susan Conover, Roger Gale and Shirley Toth) are making the following recommendations for the revision of the January 10, 2002, documents as follows:

We created one document titled "Constitution and By-Laws" as opposed to two separate documents.

The current Constitution has 6 sections:

1. Name
2. Object
3. Membership
4. Officers
5. Fiscal Year
6. Amendments

The current By-Laws have 5 sections:

1. Officers
2. Executive Committee
3. Library Director
4. Meetings
5. Quorum

The changes we are proposing are as follows:

New Section 1 – Name

No Changes

New Section 2 – Mission Statement

Changed title from Object to Mission Statement

Added "without charge"

Re-stated "to increase and promote the interest in literature"

New Section 3 – Membership

Added "is a Woodstock taxpayer"

New Section 4 – Board of Trustees

Changed the term from 1 to 3 years (staggered so that we will always have 2/3 of the Board with 1 or 2 years experience. We based this on the by-laws of the East Woodstock Library.

Changed the minimum and maximum amount of members from 11 minimum and 20 maximum; to 9 minimum and 18 maximum.

New Section 5 – Officers

Added "must be a legal voter in the town of Woodstock"

Changed terms of all officers to 2 years

Added a term limit of 2 consecutive 2 year terms

Defined Trustee Representatives as 1 year terms without term limits

New Section 6 – Duties and Responsibilities

A. Board of Trustees

Added more definition to the role and responsibility of the Board of Trustees

B. Officers

- No change but for the Treasurer- an annual audit of financial records
- C. Executive Committee
Changed "Shall be in charge of all personnel decisions pertaining to the Librarian; including but not limited to hiring, firing, discipline and salary"
 - D. Librarian
Changed the title from "Library Director" to "Librarian"
1. Changed "charge of the library" to "charge of the library in conjunction with the direction of the Board of Trustees"
 2. Changed "shall purchase all books" to shall "purchase any and all books within the monetary guidelines of the annual budget subject to a quarterly review by the Board of Trustees or a committee established for that purpose"
 3. Defined role as a non-voting member of the Board of Trustees
 4. Referenced "adherence to job description"
 5. Added an annual review by the Board of Trustees prior to the Annual Meeting

New Section 7 – Meetings

Changed Board of Trustee Meetings to Quarterly prior to the Association Meetings with 3-day prior agenda

Changed Executive Meetings to monthly except for July and August

The old quorum section was added to this section with changes

New Section 8 – Fiscal Year

No Changes

New Section 9 – Amendments

No Changes

Constitution and By-Laws of the West Woodstock Library Association (Draft #4)

Section 1 – Name

This Association shall be known as the West Woodstock Library Association.

Section 2 – Mission Statement

The object of the Association shall be to provide books and periodicals without charge for the use of the public and to increase and promote the interest in literature.

Section 3 – Membership

Anyone who patronizes the library, uses its services, observes its policies and procedures or is a Woodstock taxpayer shall be considered a member.

Section 4 – Board of Trustees

The Trustees shall be elected from the membership for a period of three (3) years. The Board of Trustees shall consist of a minimum of nine (9) and a maximum of eighteen (18) members including the four (4) officers.

1. Commencing with the June 14, 2004 election one-third (1/3) of the Trustees will be elected for one year terms, one-third (1/3) for two year terms, and one-third (1/3) for three year terms, and thereafter on the expiration of said respective terms, their successors shall be elected for three (3) year terms.

Section 5 – Officers

The officers of the Association must be legal voters in the town of Woodstock and shall consist of a President, Vice-President, Secretary and Treasurer to be elected by the Board of Trustees from the roster of current Trustees. All officers shall be elected to a two (2) year term (with a maximum tenure of two (2) consecutive two (2) year terms.)

There shall be two (2) Trustee Representatives who shall be elected from the roster of current Trustees. The Trustee Representatives shall represent the Trustees at all Executive Committee meetings. The Trustee Representatives shall be elected to a one (1) year term.

The Executive Committee shall consist of the Officers of the Association and the two Trustee Representatives.

Section 6 – Duties and Responsibilities

A. Board of Trustees

1. Shall govern the overall operation of the library including the direction and duties of the Librarian.
2. Shall observe all guidelines for trustees as outlined in the *Connecticut Public Library Trustees Handbook* published by the Association of Connecticut Library Boards. The most recent copy of the Handbook shall be part of the library records.
3. Shall attend quarterly Association meetings.
4. Shall attend any Executive Board meetings at the President's call.
5. If a Trustee fails to attend three (3) consecutive meetings of the Board (i.e., quarterly Association meetings) without notifying the President of a valid reason,

that Trustee shall be dropped from the Board. Should a Trustee resign during a term of office or be dropped, the Board of Trustees shall appoint a replacement to fulfill the unexpired term, only if the vacancy drops the Board level below the minimum number of nine (9).

B. Officers

1. The President shall preside at all Association, Board of Trustee and Executive meetings.
2. The Vice-President shall preside at all meetings in the absence of the President.
3. The Secretary shall keep a record of all meetings of the Association, shall perform other usual secretarial duties, and shall make a written report summing up activities for the year. A copy of this Constitution/Bylaws shall be kept with the records of the Secretary. The Secretary shall record the names of the members present at each meeting.
4. The Treasurer shall receive and care for all funds paid to the Association, shall perform any other usual functions of a treasurer and shall make a written report of all receipts and expenditures at all meetings and at the annual meeting of the Association. The Treasurer shall approve all bills. There shall be an annual audit of the West Woodstock Library financial records.
5. In the event of an Officer resigning or being unable to perform his/her duties, a successor shall be appointed by the Board of Trustees from the Board of Trustees for the remainder of the elected term.

C. The Executive Committee

1. Shall draw up a proposed yearly budget to be presented to the Board of Trustees prior to presenting it to the town of Woodstock Board of Selectmen for funding.
2. Shall consult with the Librarian concerning general operation of the library.
3. Shall formulate plans for fundraising as necessary.
4. Shall appoint a nominating committee or any other committee for efficient running of the library.
5. Shall be in charge of all personnel decisions pertaining to the Librarian; including but not limited to hiring, firing, discipline and salary.

D. Librarian

1. Shall be in charge of the library in conjunction with the direction of the Board of Trustees.
2. Shall purchase any and all books within the monetary guidelines of the annual budget subject to a quarterly review by the Board of Trustees or a committee established for that purpose.
3. Shall be a non-voting member of the Board of Trustees but shall be encouraged to attend the quarterly meetings.
4. Shall attend any Executive meetings at the request of the President.
5. Shall adhere to the duties and responsibilities of the Librarian position as outlined in the job description.
6. Shall be reviewed and evaluated by the Board of Trustees annually prior to the annual Association Meeting.

Section 7 – Meetings

The annual meeting of the Association shall be held at the end of the fiscal year for the purpose of electing new Board of Trustee members, and to hear the year-end reports from all standing and special committees. Regular meetings of the Association shall be held quarterly. The Executive Committee shall set the time and place of these meetings. Members shall be informed of the date, time and place of these meetings one week prior to the meeting through public notice.

The Board of Trustees shall meet quarterly, prior to the Association meeting. All Trustees shall get a copy of the agenda e-mailed to them three (3) days prior to the meeting.

The Executive Committee shall meet monthly except during the months of July and August.

The President shall also call special meetings of the Officers and Trustees if need arises. A special meeting may also be called at the request of fifty-five percent (55%) of the Board of Trustees.

A quorum is needed to hold regular or special meetings. A quorum shall consist of at least a majority of the Officers and Trustees. A majority vote of members present shall determine all matters that become before the Board.

Section 8 – Fiscal Year

The Association term (fiscal year) shall begin on July 1 and end on June 30. The Treasurer's Annual report shall include the twelve (12) months ending on that date.

Section 9 – Amendments

This Constitution and By-Laws shall be revised as needed at any Annual Meeting of the Association by a vote of two-thirds (2/3) of the members present.

The original copies of this Constitution and By-Laws of the West Woodstock Library Association shall be kept on permanent file at the library with all other documents pertaining to the Association.

This Constitution and By-Laws was approved on and is effective as of June 13, 2004. It supercedes all previous versions.

West Woodstock Library Association IP-ASORER'S REPORT Jan 4 2004 Sam Hunter											
Budget - July 03 to June 30 2004	Heat - propane	Elect CLIP	Tel SNET	Payroll + IRS	Life Insurance	Internet access	Book purchases	Buk mail postage supplies	Office Ads, repairs	TOTAL	
per month	77	34	33	562	48	30	425	35	23	10	1,254
full year	925	410	400	6,740	575	360	5,100	420	275	120	15,050
Paid out - five months July 1 to November 30	88	205	287	2,786	626	145	5,518	187	248	30	10,120
Paid - December	60	37	30	0	0	30	0	0	11	12	153
Estimated expenses Jan to June 2004	777	168	180	200	374	180	90	150	120		2,239
PAYD - JANUARY	58			165		29	39		100	100	391
" FEBRUARY	375	38	97		385	30	177		66	327	1,014
" MARCH		63	30			30	403		67	110	1,077
" APRIL	224	37	30			59	439		833	437	797
Subtotal - 4 mos	657	188	187	165	385	1058					3,279
EST. MAY		40	30			400			100	100	670
EST. JUNE		40	30			400			100	100	670
SIX MONTHS TOTALS:	657	208	247	165	385	59	1,858		433	637	4,649
Checkbook balance, June 30th, estimated:	\$1453										
Construction project checkbook, 5/20/04 actual	\$20,630										
Milton CD - reserved for children's books 3000 ±											
Borough CD - unrestricted: 14,500 ±											
. WORKSHEET 5/20/04 Sam Hunter											

PP04-34
\$10,000.00



May 17, 2004

Gail W. White
West Woodstock Library Association
2 Bungay Hill Road
Woodstock, CT 06281

Dear Gail,

Congratulations! Your application for the 2004 Partnership Program Grant has been approved for funding, pending review by the State Historic Preservation Officer. In the next couple of weeks, you will be contacted to complete the necessary paperwork associated with this funding cycle. If you have not received a grant from us in 2003, you will be required to attend a one-hour training session to aid in the efficient preparation of your documents.

Please note that your funding was reduced to \$10,000 as your original request of \$12,275 exceeded the program limit of the Partnership Program.

I look forward to our partnership and the completion of this important project. Please contact me if you have any questions.

Sincerely,

Charlene Perkins Cutler
Executive Director and CEO

HP04-13
\$5,360.00



The Last Green Valley
QUINEBAUG-SHETUCKET
HERITAGE CORRIDOR, INC.

May 18, 2004

Gail W. White
West Woodstock Library Association
2 Bungay Hill Road
Woodstock, CT 062681

Dear Gail,

Congratulations! Your application for the 2004 Historic Preservation Grant Program has been approved for funding, pending review by the State Historic Preservation Officer. In the next couple of weeks, you will be contacted to complete the necessary paperwork associated with this funding cycle. If you have not received a grant from us in 2003, you will be required to attend a one-hour training session to aid in the efficient preparation of your documents.

I look forward to our partnership and the completion of this important project. Please contact me if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Charlene". The letters are fluid and connected, with a prominent initial 'C'.

Charlene Perkins Cutler
Executive Director and CEO

Slate of trustees for the June election

Susan Conover
Laurel Garry
Roger Gail
Debbie Gilbert
Don Harding
Sam Hunter
Doug Hurley (President of the executive committee)
Cathy Lewis
Paul Lynn
Lucy MacWilliams
Craig Tyler
Gail White
Dave Wright

Submitted by the nominating committee