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West Woodstock Library Association

06.13.2004 WWLA Annual Meeting Minutes

1. **Call to Order** - The meeting was called to order by Doug Hurley at 2:05 PM at the Church of The Good Shepherd. Doug handed out a packet that contained all meeting handouts to all attendees. Please see the list of attendee names in the meeting file.
2. **Reading and Acceptance of 03.14.2004 WWLA Meeting Minutes** - Craig Tyler submitted his minutes from the March 14th, 2004 WWL Association meeting. Roger Gale motioned these be accepted into the records as presented, seconded by Lucy MacWilliams, the motion was passed unanimously.
3. **Treasurer's Report** - Doug Hurley presented Sam Hunters' report as Sam was on vacation. Doug gave an update on the status of the bank accounts and annual budget, which is coming in right on target. The Town of Woodstock awarded about 5% less than we requested in our annual proposal. Sam's report has been added to the meeting files.
4. **Committee Updates** - The following committee updates were presented.
 - A. **Building Committee** - Gail W. White gave an update on the committee's construction plans and QSHC grant applications. The actual beginning construction work will be taking place during the last week of June/first week of July. She will also be attending meetings this coming week with the QSHC to go over grant reporting requirements. The library board has confirmed that Gail W. White has the authority to sign and approve the QSHC grant registration and acceptance documents on behalf of the library association. Gail requested that we have a formal ground breaking ceremony. A motion was made to have this on 6/19 at 10AM by Roger Gale, seconded by Lucy MacWilliams and it passed unanimously. Doug Hurley will work on putting up the sign again and Dave Wright volunteered to get the required shovels for the ceremony. Gail will coordinate publicity and Shirley Toth and Doug Hurley will help with phone call lists. Craig Tyler will email an announcement to our mailing list. Gail's report has been included in the meeting files
 - B. **Community Committee** - Craig Tyler reported that the first newsletter was published for May/June. The plan for the coming year is to produce a newsletter on a bimonthly basis and solicited any and all contributions for stories and ideas. A town wide library newsletter was discussed as a potential project for later this year. This could be bulk mailed for \$0.063 each as opposed to \$0.37 each if the newsletter was mailed to all addresses in Woodstock. Craig Tyler will check to see what the status of the library's bulk mailing permit is.

C. Development Committee - Doug Hurley provided an update on the committee's progress, please see his update in the meeting file. Doug discussed some of the recent fundraisers including June 6th Green Valley Walk and Laurel Garry's efforts. The committee plans to have more targeted fundraising activities as the building work progresses. This would include targeting both individuals and business to donate specific items that could be noted in the building. There are also plans for a library yard and book sale in late July and for author book signings in the fall.

D. Librarian Committee - Susan Conover presented the Librarian's report as Pat Pelloth was unable to attend and went over the various accomplishments that have been made over the past 2 months. Susan noted that Pat has begun to use the Milnor CD for children's book purchases and that Sam Hunter needs to transfer \$166 from the Milnor CD to the library's general funds to cover recent purchases. Susan also asked for volunteers to help Jill in calling patrons with overdue books, you can sign up at the library. Susan and Craig Tyler gave a report on plans to computerize the library's book collection. This will require a substantial volunteer effort and we will solicit high school students this summer and when school is back in session in September to assist. Craig also requested \$300 for bar code labels and supplies for this project, Paul Lynn made a motion that funds be approved, Roger Gale seconded this and the motion passed unanimously. Notices will be published requesting volunteers when the work begins in a few weeks; Craig Tyler will coordinate this.

5. **WWLA - State of the Library** - Doug Hurley presented his state of the library report, which highlighted the various accomplishments of the past year and some of the goals for 2005. Doug wanted to formally acknowledge and thank Pat Pelloth for all her great work over the past 6 months in making many of these highlights possible. The library association will be 75 years old on December 20, 2004 and a committee will be formed to work on plans to formally celebrate this.
6. **Vote on Constitution and Bylaw Changes** - Susan Conover presented an overview of the proposed changes to the WWLA constitution and bylaws on behalf of the committee that reviewed this. Susan summarized the major points and there was some general discussion and questions from the floor. Don Harding made a motion that the proposed changes be accepted as presented commencing 6.13.2004, Dave Wright seconded this. Doug Hurley asked for any further discussion from the floor and after that was concluded he closed the discussion. The motion was voted upon and passed unanimously. Doug thanked the committee of Susan Conover, Roger Gale and Shirley Toth for their great effort on this project.
7. **WWLA Annual Board of Trustee Elections** - John Miller presented the nominating committee's recommended slate of trustees for the scheduled election. There was a mistake on the sheet presented at the meeting; John Miller will not be returning as a trustee for personal reasons. Also, now that Pat Pelloth will be the library's staff librarian she will automatically become a non-voting member of the Board under the newly approved constitution. The committee's list included Susan Conover, Laurel Garry, Roger Gale, Don Harding, Sam Hunter, Doug Hurley, Cathy Lewis, Paul Lynn, Lucy MacWilliams, Craig

Tyler, Gail W. White and Dave Wright. Roger Gale motioned that the names be accepted as presented, Don Harding seconded this and the Secretary cast a vote in favor for the slate as presented. Doug Hurley then solicited nominations for additional trustees from the floor. Lucy MacWilliams motioned that Marjorie Ellsworth be added to the board, Roger Gale seconded this and all voted in favor. Gail White was asked to join and Roger Gale motioned she be added, Craig Tyler seconded and all voted in favor. The new board will consist of 14 trustees.

8. New Business and Open Discussion - There was no new business presented.

9. Adjournment - The meeting was adjourned at 3:30 PM.

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

Respectfully submitted,
Craig Tyler