



5 Bungay Hill Connector
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West Woodstock Library Association

09.25.2004 Board of Trustees Meeting Minutes

1. **Call to Order** - The meeting was called to order by Susan Conover at 8:40 AM. Board members Susan Conover, Craig Tyler, Sam Hunter, Gail White, Marjorie Ellsworth, Gail W. White, Roger Gale, Don Harding, Cathy Lewis and Pat Pelloth attended.
2. **Reading and Acceptance of 06.13.2004 BoT Meeting Minutes** – Craig Tyler submitted his minutes from the June 13th, 2004 WWL Association BoT meeting minutes to the meeting file. Roger Gale motioned these be accepted, seconded by Don Harding, the motion passed.
3. **Treasurer's Report** – Sam Hunter gave an update on the status of the bank accounts, please see his report in the meeting file. We've been running along close to the forecast that Sam put together. Gail W. White also gave a brief synopsis of the financial status of the building project and the urgent need for fundraising.
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 building construction. The foundation work is nearly complete and the budget is running about \$700 over plan at this point. This was mainly due to the extra work that was needed to correct problems with the original library building foundation that were discovered when the soil was excavated; this included some termite damage. A Porta-John was also brought in for the construction crews' use. The committee is looking at ways to make up for this shortfall. Gail needs volunteers to help tar the foundation. Roger Gale, Don Harding and Craig Tyler volunteered; this work will probably take place on 10/2. Peter Hamm will begin reconstruction of the law office in a few weeks and then work can proceed on the connector. We need some volunteer/donated effort to help clear some of the trees in the back and also help with the removal of some of trees surrounding the library. We will also need to start moving books back. It was also noted that while we do have the grants from QSHC, we have to spend the money first and then apply for reimbursement. Sam Hunter will work with Gail on coordinating the flow of funds.
 - B. **Community Committee** – Craig Tyler reported that a second newsletter was published for July/August. The committee is planning another issue for the October/November timeframe.
 - C. **Development Committee** – Lucy MacWilliams and Susan Conover are going to join Roger Gale and Gail White on this committee to help develop some fund raising ideas.

Sam presented his idea of running a “3 for 1” or “2 for 1” fundraiser as he feels we need to raise at least \$15K to put the building project over the top, see his handout in the meeting file. Sam noted the bulk mailing permit has been renewed so we can do a town-wide mailing for a fundraiser if we so choose. We need to develop a fundraising letter for this purpose. Lucy will be starting a monthly door prize gift basket to be featured in the library as well.

D. Librarian Committee – Susan Conover presented the Librarian’s report (see meeting file) and reviewed the activity over the past 3 months. A Book & Bake Sale will be held on 10/30 from 8:30 AM to 11:30AM. An outside book drop box would be a great addition to the library. Craig Tyler gave an update on the computerization/cataloging project. The procedure has been worked out and Cathy Lewis’ daughters will be the first volunteers to help out. After they’ve worked on it for a few weeks we will solicit additional help.

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

A. Doug Hurley has resigned as WWLA president due to personal reasons. According to the new constitution and bylaws, the Board of Trustees is to elect a replacement from one of the current Board of Trustee members. No one present at the meeting wanted to accept the role so it was decided that we will operate with Susan as acting president for now.

We can discuss this again at our next meeting. If we don’t find someone to take over we will need to look at electing someone at the annual meeting in June.

B. We could use an “Open” flag to hang in the front of the building. Pat Pelloth will look into this.

C. Marjorie Ellsworth and Gail White are going to serve on a committee to address the upcoming 75th anniversary of the library association.

6. **Adjournment** – The meeting was adjourned at 10:05 AM.

Please note that a copy of all above mentioned reports are available for online viewing on the library computer. I can also email or mail copies to anyone if requested.

Respectfully submitted,
Craig Tyler