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West Woodstock Library Association

11.20.2004 Executive Committee, Board of Trustees Meeting Minutes

1. **Call to Order** - The meeting was held at WWL and called to order at 8:35 AM. Susan Conover, Craig Tyler, Sam Hunter, Gail White, Marjorie Ellsworth, Gail W. White, Roger Gale, Lucy MacWilliams and Don Harding attended. Paul Lynn and Cathy Lewis had previously indicated they could not attend.
2. **Reading of 10.22.2004 Executive Committee Meeting Minutes** - The minutes from the 10.22.2004 Executive Committee Meeting were read into the records. They were amended to reflect the correct date of the next meeting, which had been previously revised, to 11.20.2004.
3. **Committee Reports** - The following reports were presented.
 - A. **Building Committee** - Gail W. White reported on the progress of the building project. The reconstruction of the law office is 2/3 complete and the complete foundation has been capped. Some materials have been replaced where necessary due to age/condition. We will keep some of the unused original construction materials for display. Gail is putting together an accounting of monies spent so far and will have that available in a week or so. Chuck MacWilliams has volunteered to coordinate framing of the expansion and will hopefully begin that in early December. If possible, we will have the shell completed and roofed before the end of the year.
 - B. **Development Committee** - Gail White gave an update on the status of the recent fundraising letter that was sent out earlier in the month. The cost to print and mail was about \$565 versus the \$800 that had been approved. Susan noted that Chase Printing was very helpful in accomplishing this. To date, about \$1,500 in donations have been received. The committee is working on a second letter that will be sent out to previous large donors asking for more help. Lucy and Sam will also be approaching some of the larger businesses in town for their support.
 - C. **Community Committee** - Craig reported that he finished the Fall newsletter and that it was distributed at the recent Town Expo and was emailed to the current distribution list. The next quarterly newsletter will be published in January/February.
 - D. **Library Committee** - Susan is working on the circulation report and will have that available in a week or two. The recent Book & Bake Sale raised about \$285. The Thanksgiving raffle will be drawn on Monday, 11/22.

4. **Unfinished Business** - The following items were discussed.

- A. The propane tanks were not reconnected on 11/8 as originally scheduled. Amerigas showed up but with only 1 serviceperson who could not move the large tanks by themselves. Their next stop on Woodstock is on 12/13. Gail W. White was going to approach a new neighbor that has just located in the area who happens to be a licensed heating technician to see if we can get the tanks hooked up sooner than 12/13. Craig made a motion that Sam Hunter be given the authority to change gas suppliers when convenient. This was seconded by Gail White and approved unanimously.
- B. We still need a Board of Trustee member to chair the 75th Anniversary Committee. The WWLA was formed on December 20th, 1930. This item is still unresolved.

5. **New Business** – The following items were discussed.

- A. The meeting dates for 2005 that were proposed at the last meeting were accepted.
- B. The Executive Committee meeting that was previously scheduled for 12/15 was moved to 12/18 at 8:30AM at WWL.
- C. Roger Gale volunteered to be the chief snow remover this year. We all need to keep an eye on this and make sure the library is properly shoveled for our patrons.
- D. We need to find a used UPS, FedEx or postal mailbox for use as a book drop.
- E. It was noted that the “Stew & Story” fundraisers done several years ago at Camp Woodstock might be another fundraising idea to be pursued.
- F. We need to decide what to do with the yard sale items that Barbara Paulhus is storing for the library.
- G. Sam Hunter motioned that Susan Conover, now acting president, be named president of the association. Susan indicated she would accept, Craig seconded the motion and this was approved unanimously. Don Harding volunteered to take over the open vice-president slot vacated by Susan. Sam motioned that Don become vice-president; this was seconded by Susan and approved unanimously.

6. **Adjournment** - The meeting was adjourned at 9:45 AM.

Respectfully submitted,
Craig Tyler