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West Woodstock Library Association

03.12.2005 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, Gail White, Paul Lynn, Gail W. White and Don Harding attended. Marjorie Ellsworth, Sam Hunter and Cathy Lewis had previously indicated they could not attend. Shirley Toth also attended the meeting.
2. **Reading of 02.12.2005 Executive Committee Meeting Minutes** - The minutes from the 02.12.2005 Executive Committee Meeting were accepted into the records as presented.
3. **Treasurer's Report** – Susan Conover presented the treasurer's report in Sam's absence. Our propane supplier was recently changed to Saveway in Danielson as planned and we have a small credit balance due from the previous supplier that Susan is pursuing. Susan presented a spreadsheet of the current expenses; please see report in the meeting file.
4. **Committee Reports** - The following reports were presented.
 - A. **Building Committee** - Gail W. White reported on the status of the building project. Things are pretty much on hold due to the weather. She has cleared the use of locally milled lumber with the town building inspector and she is working to have this lumber available in the spring. Gail has placed a notice in the Our Town newspaper announcing the artist contest for the design of the post card that has to be completed as part of the grant requirements.
 - B. **Development Committee** - Gail White gave an update on the fundraiser; the total raised was approximately \$4,300.
 - C. **Community Committee** - Craig reported that he will skip a winter newsletter and will publish a spring newsletter next month.
 - D. **Library Committee** - Susan presented the librarian's report and covered recent circulation and acquisitions. Pat Pelloth is still looking for an "Open" flag and is also looking at expanding the library hours by using volunteer help. This prompted a discussion on the need for a good "Hours of Operation" sign that is easy for patrons to read as they drive by the library. We need someone with woodworking or sign skills to step up and help out with this. We also still need a good outside drop box.

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

A. Since the library was originally established in 1806 and the 200th anniversary will be next year, the board discussed celebrating both the Association's 75th anniversary (WWLA was formed on December 20th, 1930) and the library's 200th anniversary together. Marjorie Ellsworth had volunteered to chair the 75th Anniversary Committee and Susan has talked to her about this.

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

- A. A nominating committee needs to be formed to select a slate of candidates to fill the terms (1 year) that will expire in June. Craig will ask his wife Anne if she will help out with this again. There are 6 one-year terms expiring in June and 1 vacant two-year term (that has a year remaining) that need to be filled. The committee needs to propose 6 to 8 candidates to serve for 3-year terms and one candidate to complete the open 1-year term. These will be voted on at the annual meeting in June.
- B. The QSHC has another grant that we can apply for, with a deadline of 4/8. Susan and Gail W. White will work together on this. The focus of the request will be for funds to complete interior finishing and brickwork on the law office.
- C. The Last Green Valley Walk has already been scheduled for this year and we missed out on the deadline. We will have to look at this again for a potential fundraiser in 2006; perhaps we can tie in the 200th anniversary as a secondary theme for a walk.
- D. Peter Ellsworth called Susan to inform her that a local, retired college professor wants to donate a few thousand volumes to the library. Susan will work on the details of this and report back to the board. Gail W. White is going to get a release form for Susan to use as a guide in drafting our own.

7. **Adjournment** - The meeting was adjourned at 9:55 AM.

Respectfully submitted,
Craig Tyler