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## West Woodstock Library Association

### 09.24.2005 Board of Trustees & Association Meeting Minutes

1. **Call to Order** - The meeting was held at WWL and called to order at 9:05 AM. Susan Conover, Marjorie Ellsworth, Roger Gale, Don Harding, Paul Lynn, Craig Tyler, Gail White, Liz Heckler and Gail W. White attended. Sam Hunter, Cathy Lewis, Lucy MacWilliams, Laurel Garry and Dave Wright could not attend. Pat Pelloth also attended the meeting.
2. **Reading of 06.18.2005 Board of Trustees & Annual Association Meeting Minutes** - The minutes from the 06.18.2005 Board of Trustees & Annual Association meeting were accepted into the records as presented.
3. **Librarian's Report** – Pat Pelloth gave an update on her efforts over the past 3 months. A children's story hour has been started and is being held weekly at WWL on Wednesday from 10 to 11AM. Pat has lined up volunteers to staff the story hour. Pat is also looking into an afternoon children's reading program for next year for which state funding is available. A book and bake sale will be held on October 29<sup>th</sup> and this may also include a tag sale as well. Pat will be reviewing the children's section with a professional library organizer. New library hours were added on Wednesday from 10 to 11AM and on Thursday from 4 to 6 PM bringing the total open hours to 12 per week. Pat has purchased 146 books and 122 books have been donated recently. She spent \$225 from the Milnor fund for children's books. Liz Heckler volunteered to write a thank you letter to the Milnor relatives. Circulation and patronage were all up over the same period from last year, please see the attached report.
4. **Treasurer's Report** - Susan Conover presented the treasurer's report in Sam's absence, please see the attached spreadsheet. There were discussions regarding the heating cost for the coming and also regarding a dehumidifier for the spring and summer months. Gail White will work with Sam and Susan and take over as assistant treasurer in the coming months.
5. **Committee Reports** - The following reports were presented.
  - A. **Building Committee** - Gail W. White gave an update on the status of the building project. The exterior of the law office was painted in the past month by Don Harding, Sam Hunter and Jeff Usher to a more historically correct color. There will be an article on the restoration project in the next issue of "Our Town". Please see the attached article draft comments that Gail submitted. There will also be an announcement of the contest

for the rack card that must be designed as part of the QSHC grant requirements. There are still a few items to be completed in the law office (drywall/plaster and electrical) and then efforts will be focused in the coming months on erecting the shell for the connector and the front entrance vestibule.

- B. **Development Committee** – Roger Gale reported that the committee would begin planning fund raising efforts for the coming year. The committee will be addressing both operations and construction funds.
- C. **Community Committee** - Craig reported that the computerization of the book collection is continuing with nearly 4,000 titles cataloged to date. Adult fiction and juvenile fiction are now complete and work is starting on adult and juvenile non-fiction. Children's books are planned after that and then the project will finish up with audio books and video tapes. It is anticipated this will take another 12 months or so. A Fall WWL newsletter is also in the works.

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

- A. Roger Gale and Gail W. White were elected to serve as Board of Trustees representatives to the executive committee for the coming year. Gail White and Marjorie Ellsworth had served in this position for the past year.
- B. As previously noted, Susan Conover confirmed that our budget request to the town was reduced to \$9,633 for the coming fiscal year.
- C. The Russ Bowen collection still needs to have more work done to finish sorting and cataloging it. The plan is for volunteers to meet at 9AM on October 1<sup>st</sup> to continue work on this, all are welcome to help.
- D. Susan Conover reported that a fund raising letter for the "Four Village Libraries" is planned in the next month or so. Susan will check on the status of our mailing permit to make sure this is still in place.
- E. The upcoming 200 year anniversary of WWL will be pushed off to 2006 and a 200+1 celebration will be planned and held once construction work is further along towards completion.

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

- A. It was noted that CT State Library organization has grant funds available for various purposes. Gail W. White will look into this and determine what the application requirements and timing are.

8. **Adjournment** - The meeting was adjourned at 10:40 AM.

Respectfully submitted,  
Craig Tyler

Full Year	\$ 1,025	\$ 410	\$ 400	\$ 6,740	\$ 1,126	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,701
	Heat	Elec	Tele	Payroll &	Fire	Book	Bulk Mail	Office	Repairs	Ads	Total	
	Propane	CL&P	SBC	IRS	Insurance	Purchases	Postage	Supplies	Repairs		\$1285p/m	
July		\$ 34	\$ 29	\$ 562		\$ 115		\$ 6			\$ 746	
August		\$ 33	\$ 29	\$ 562		\$ 330		\$ 84	\$ 63		\$ 1,101	
September		\$ 34		\$ 562		\$ 563			\$ 86		\$ 1,245	
October											\$ -	
November											\$ -	
December											\$ -	
January											\$ -	
February											\$ -	
March											\$ -	
April											\$ -	
May											\$ -	
June											\$ -	
YTD Totals	\$ -	\$ 101	\$ 58	\$ 1,686	\$ -	\$ 1,008	\$ -	\$ 90	\$ 149	\$ 149	\$ 3,092	
Over/(Under)	\$ (1,025)	\$ (309)	\$ (342)	\$ (5,054)	\$ (1,126)	\$ 1,008	\$ -	\$ 90	\$ 149	\$ 149	\$ (6,609)	
							Beginning Balance 7/1/05				\$ 5,112	
							Less Milnor Fund				\$ (2,867)	
							Income 7/1-9/24/2005	Subtotal			\$ 2,245	
							Less Expenses 7/1-9/23	Subtotal			\$ 9,964	
							Current Balance				\$ 12,209	
											\$ (3,092)	
											\$ 9,117	

9/24/2005

2004- 2005 Month	Circulation										Patrons			New Cards Issued
	Audio	Visual	Easy	Junior		Adult		Totals	Adult	Children	Totals			
				Fiction	Non-Fict	Fiction	Non-Fict							
July	11	55	186	114	45	320	37	768	111	58	169	12		
August	4	59	195	121	33	298	55	765	114	61	175	23		
September								0			0			
<b>3rd Q, 2004</b>	<b>15</b>	<b>114</b>	<b>381</b>	<b>235</b>	<b>78</b>	<b>618</b>	<b>92</b>	<b>1533</b>	<b>225</b>	<b>119</b>	<b>344</b>	<b>35</b>		
July	2	35	562	203	63	281	26	1172	110	59	169	15		
August	2	83	340	263	155	292	31	1166	161	169	330	13		
September								0			0			
<b>3rd Q, 2005</b>	<b>4</b>	<b>118</b>	<b>902</b>	<b>466</b>	<b>218</b>	<b>573</b>	<b>57</b>	<b>2338</b>	<b>271</b>	<b>228</b>	<b>499</b>	<b>28</b>		
	27%	104%	237%	198%	279%	93%	62%	153%	120%	192%	145%	80%		

The West Woodstock Library Association Historic Addition Project has moved another step closer towards completion. Restoration specialist Peter Hamm has completed his work on the John F. Williams Law Office. Following this Building Committee volunteers Don Harding, Sam Hunter and Jeff Usher began their efforts. The trio put in several days of work painting the building with spectacular results.

The Law Office paint color reflects its history and answers the need to maintain the individual integrity of the building. You may remember the c. 1820 historic building as white when it stood on its original location on the Williams property on route 171. During the restoration of the structure examination of original clapboards revealed that the white paint on the Law Office was a recent addition, probably from the middle of the 1900s. The early boards showed surviving traces of a darker color. An archival photograph dating to the late 1800s substantiated this physical evidence. The image shows the dark colored Law Office in its original location on Route 171, complete with sign on the roof.

This information was important for planning the restoration of the Law Office. The West Woodstock Library Association and the Connecticut Historical Commission understood the importance of restoring the building to reflect its original condition as a stand-alone structure on Route 171. Architect Evelyn Cole Smith took this into consideration in her sensitive design. Application of the historically correct darker paint color complements her design and maintains the individual integrity of the Williams Law Office. The archival images will be on display in the library.