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## West Woodstock Library Association

### 12.14.2005 Board of Trustees & Association Meeting Minutes

1. **Call to Order** - The meeting was held at WWL and called to order at 7:10 PM. Susan Conover, Sam Hunter, Marjorie Ellsworth, Roger Gale, Don Harding, Cathy Lewis, Craig Tyler, Gail White, Liz Heckler and Gail W. White attended. Lucy MacWilliams, Laurel Garry, Paul Lynn and Dave Wright did not attend. Pat Pelloth also attended the meeting.
2. **Reading of 09.24.2005 Board of Trustees & Annual Association Meeting Minutes** – A motion was made by Don Harding to accept the minutes from the 09.24.2005 Board of Trustees & Association meeting into the records as presented. Roger Gale seconded and the motion carried.
3. **Treasurer's Report** – Sam Hunter gave an update on the current financial state of the library, please see his spreadsheet in the meeting handouts file. At the current spending rate, there will be a gap that needs to be made up with fund raising.
4. **Committee Reports** - The following reports were presented.
  - A. **Building Committee** - Gail W. White gave an update on the status of the building project. Ben Buell has been making great progress in framing up the connector and front vestibule. Roger Gale, Sam Hunter and Jeff Usher have been volunteering their time to help Ben and this is greatly appreciated. However, the building committee could use more volunteer help. The QSHC grant deadlines have been extended to accommodate the current building schedule. Cathy Lewis is going to check with her daughter Chelsea about designing the rack card that is required as part of the QSHC grant.
  - B. **Development Committee** – Roger Gale reported that the committee would be meeting in the near future to begin planning fund raising efforts for the coming year.
  - C. **Community Committee** - Craig reported that the computerization of the book collection is continuing with 5,000+ titles cataloged to date. Another WWL newsletter is in the works but Craig asked for more help in developing content.
  - D. **Library Committee** – Susan presented an update and comparison on our circulation and patronage over the few months, please see this report in the meeting handouts file. We continue to see significant increases. Pat Pelloth presented her report (also in the meeting handouts file) and went over new book purchases and the Mom's Club fund raiser. Pat asked for help with overdue book phone calls and it was suggested that Shirley Toth be

contacted to see if she might help with this. Pat also went over her desire to see a “Friends of the Library” group formed to help meet the needs of our patrons.

5. **Unfinished Business** - The following items were discussed.
  - A. The story hour on Wednesday morning is going quite well. The average attendance is running 8 adults and 10 children.
  - B. Susan will be meeting with the Four Library committee in January to work on plans for a fund raiser and to see what direction the organization will take. A decision needs to be made as to which library in town will be designated as the primary library as this affects how and which state grants can be applied for.
  - C. Sam Hunter reported that the library has received a bequest from the estate of Elisabeth M. Perrin. The bequest stipulates that a fund be established in her name to support the library in the future. Sam presented the committee with several possible alternatives for investing the funds (see handout file). It was decided the executive committee would review this and decide where to invest the funds. Sam also expressed his thoughts about using the news of this bequest to help in launching a fund drive to further secure the financial stability of the library by seeking additional funds for an endowment fund. Please see the draft letter Sam presented in the meeting handouts file.
  
6. **New Business** – The following items were discussed.
  - A. The next Four Library meeting will be held on January 5<sup>th</sup>. Susan will be attending and Sam indicated he would as well, but anyone else who would like to attend is welcome. The plan this year is to have one person handle the town budget requests for all 4 libraries to allow for a more uniform presentation to the town committees.
  - B. The need for a facilities manager at the library is becoming apparent with all the work being done on and the increasing complexity of the facility. Roger Gale volunteered to take on this position for the coming year.
  - C. The activity at the library during the new Thursday hours seems to be good and Pat Pelloth would like to see them continue.
  - D. Craig proposed that WWLA set up a donation box for slightly used paperbacks and act as a collection point for Operation Paperback. This is a non-profit group that coordinates the distribution of paperbacks to our troops overseas. Craig will set this up in early January. Patrons will be asked to donate \$0.25 along with each paperback to help pay for the mailing cost. Operation Paperback provides us with a troop address that we will mail the books directly to.
  
7. **Adjournment** - The meeting was adjourned at 8:48 PM.

Respectfully submitted,  
Craig Tyler