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West Woodstock Library Association

03.15.2006 Board of Trustees & Association Meeting Minutes

1. **Call to Order** - The meeting was held at WWL and called to order at 7:05 PM. Board members Susan Conover, Roger Gale, Laurel Garry, Cathy Lewis, Craig Tyler, and Gail W. White attended. Don Harding, Gail White, Marjorie Ellsworth, Liz Heckler, Lucy MacWilliams, Paul Lynn and Dave Wright did not attend. Librarian Pat Pelloth and association member Jeff Usher also attended the meeting.
2. **History of the Libraries** – Elaine Lachapelle, a local historian with the Woodstock Historical Society, met with the board to present an overview of the history project she plans to undertake. Elaine wants to document the history of the town's four libraries and is looking for a volunteer or two from each library to help her with basic research into the background and operation of the town's libraries. If you are interested in helping with research or have information and/or other historical materials that concern the libraries please let us know.
3. **Reading of 02.18.2006 Board of Trustees Executive Committee Meeting Minutes** – A motion was made by Roger Gale to accept the minutes from the 02.18.2006 Board of Trustees Executive Committee meeting into the records as presented. Cathy Lewis seconded and the motion carried.
4. **Treasurer's Report** – Susan Conover gave an update on the current financial state of the library, please see his spreadsheet in the meeting handouts file. Expenses to date in March have totaled \$1,039. This included an additional \$96 for an increase in our fire insurance coverage to protect the new construction.
5. **Committee Reports** - The following reports were presented.
 - A. **Building Committee** - Gail W. White reported that Ben Buell is wrapping up the present phase of the project. Gail is working on submitting the final paperwork for the grants associated with this phase. The committee is also working on applying for grants to finish off the interior space. Current estimates put this in the \$20K to \$22K range to complete everything. The grant deadlines with QSHC are 4/15 and the state library grant deadline is 6/1.
 - B. **Development Committee** – Roger Gale reported that the committee would be meeting next week to work on a fund raising letter and long range plans.

- C. **Community Committee** - Craig reported that the computerization of the book collection is continuing with 6,000+ titles cataloged to date. The library website was launched and the committee is looking for comments, additional ideas and items for the website. All suggestions are welcome.
- 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 noted that April was Poetry Month and that plans were in the works for a children’s poetry event. The Wednesday morning children’s story hour and craft is going well and continues to draw about 8 to 10 children per week.

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

- A. With the recent establishment of the Elisabeth M. Perrin fund it was suggested that the association’s constitution be reviewed and possibly amended to account for how the assets of the association would be disbursed if the association should ever cease to exist. Roger is going to look into some possible language that might be added to the present constitution so this could be acted upon at the annual meeting in June.
- B. The board previously approved the librarian’s request to spend \$300 to participate in the statewide reQuest catalog system but some questions remain about the requirements. Craig volunteered to explore what the ramifications are and what will be necessary from the library to participate. The next period to sign up begins July 1. Craig reported that the cost from Charter Communications for broadband internet access for the library is \$40/month plus tax with a one-time \$99 installation cost.
- C. Susan wanted to make sure that we were using the Dewey Decimal for the non-fiction books as we enter these into the computer cataloging database. Craig that this is being done where possible but that additional emphasis will be placed on this in the coming months.
- D. The Library Planning Committee recently met to develop recommendations for the use of the new interior space from the building project. Please see their report in the meeting handouts file. A plan is a necessary requirement of the grant application to the state library board. Roger motioned that the building committee use the recommendation presented in their application. Cathy seconded the motion and all in attendance voted in favor of the motion.
- E. Pat Pelloth would like to see efforts made to establish a Friends of the Library group. This will be discussed further at next month’s meeting.
- F. A nominating committee needs to be established to present a slate of potential board members for the upcoming annual meeting in June. Roger volunteered to take this on and Craig will send Roger a list of the board members with terms that are expiring in June.

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

- A. The Four Library Association is planning a Book and Tag sale in early June. Susan will report back with more details on this as they become available.

B. Gail W. White asked the board to schedule an open house to invite the public to see the new construction. This was tentatively set for early June, possibly on a Sunday afternoon. This could be coordinated with an appeal for fundraising.

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

Respectfully submitted,
Craig Tyler