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West Woodstock Library Association

06.14.2006 Board of Trustees & Annual 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, Cathy Lewis, Don Harding, Gail White, Sam Hunter, Liz Heckler, Craig Tyler, and Gail W. White attended. Marjorie Ellsworth, Laurel Garry, Lucy MacWilliams, Paul Lynn and Dave Wright did not attend. Librarian Pat Pelloth also attended the meeting.
2. **Reading of 05.20.2006 Board of Trustees Executive Committee Meeting Minutes** – A motion was made by Roger Gale to accept the minutes from the 05.20.2006 Board of Trustees Executive Committee meeting into the records as presented. Don Harding seconded and the motion carried.
3. **Treasurer's Report** – Gail White presented an update on the current financial state of the library, please see her report in the meeting handouts file. We should finish out the fiscal year with a small balance left in the account. Gail will be tracking the new fiscal year's expenditures with greater detail/breakdown to help in the budgeting process.
4. **Committee Reports** - The following reports were presented.
 - A. **Building Committee** - Gail W. White reported that due to the high cost of removal, the pine tree in front of the library will be left as is and that the handicap access ramp will go around the tree. We have to complete the interior of the entrance vestibule, install roof shingles above the current children's section and clean up the site to wrap up the present phase of the project. After the current grants are completed the interior of the law office will also be complete. The final phase of the building project will be to complete the interior of the connector and install a heating system and this is projected to cost \$20K.
 - B. **Development Committee** – Roger Gale reported that the committee has finalized a fund raising letter for mailing and the plan is to send this out by month end.
 - C. **Community Committee** - Craig reported that the computerization of the book collection is continuing with 6,300+ titles cataloged to date. A library website was launched earlier this year and that in addition to providing information about the library, the library's collection can be searched online now. The library has shipped 200 paperbacks to 12 different service personnel serving overseas since we began collecting for Operation Paperback in January. Please see his report in the meeting handouts file.

D. **Library Committee** – Susan presented an update and comparison on our circulation and patronage over the few months, please see her report in the meeting handouts file.

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

- A. We did not participate as planned in the 6/3 Four Library Association book, bake and tag sale due to the weather. The next meeting of the Four Library Association is scheduled in September.
- B. After a short discussion, the board decided that we should hold a combined 200th anniversary celebration and open house for the new construction this fall. A tentative date of 10/1 has been set for this event. Susan will call special meetings as required in the next few months to plan for this event.
- C. It was noted that the fund raising sign in front of the library either needs to be taken down or repainted to look presentable. The building committee will address this during the cleanup of the site.

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

- A. The nominating committee presented their recommendations on candidates to serve on the board of trustees for the 3-year terms that are open this year. Gail W. White, Craig Tyler and Roger Gale all indicated they would like to serve again on the board. Don Harding made a motion to re-elect these 3 individuals, Sam Hunter seconded and the remaining board members voted unanimously in favor. The committee nominated two new individuals who would like to serve on the board – Petra Scandalito and Mel Gronski. Roger made a motion to elect these nominees, Sam Hunter seconded and the motion passed unanimously.
- B. The board then acted on the election of the executive officers for the next 2 years. Susan Conover was nominated to serve as president, Don Harding was nominated to serve as vice president, Gail White was nominated to serve as treasurer and Craig Tyler was nominated to serve as secretary. Roger made a motion to elect these nominees, Cathy Lewis seconded and the motion passed unanimously.
- C. The board next acted on the election of board of trustees representatives to the executive committee. Gail W. White and Roger Gale were nominated for this 1 year term position. Don Harding made a motion to elect these individuals, Sam Hunter seconded and the remaining board members voted unanimously in favor.
- D. Sam Hunter made a suggestion that the portion of the Perrin fund that is being held in cash with Merrill Lynch be invested into the Global International Currency fund. Craig made a motion that Sam investigate this and makes the changes, Don Harding seconded the motion and the board voted unanimously in favor.
- E. Gail W. White noted that Chelsea Lewis is working on finishing her drawing for the rack card that has to be produced in accordance with the terms of the QSHC grants.

F. Liz Heckler suggested that the board consider having each board member approach 5 individuals to get a contribution commitment for the upcoming fund raising effort.

7. **Adjournment** - The meeting was adjourned at 8:30 PM.

Respectfully submitted,
Craig Tyler