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## West Woodstock Library Association

### 09.20.2006 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, Cathy Lewis, Don Harding, Mel Gronski, Petra Scandalito, Gail White, Sam Hunter, Liz Heckler, Craig Tyler, Paul Lynn and Gail W. White attended. Marjorie Ellsworth, Laurel Garry, Lucy MacWilliams and Dave Wright did not attend. Librarian Pat Pelloth also attended the meeting.
2. **Reading of 06.14.2006 Board of Trustees & Annual Association Meeting Minutes** – A motion was made by Don Harding to accept the minutes from the 06.14.2006 Board of Trustees & Annual Association meeting into the records as presented. Roger Gale seconded and the motion carried.
3. **Introduction of New Board Members** – Susan Conover introduced and welcomed the two new board members who were elected at the June annual meeting - Mel Gronski and Petra Scandalito. We are all looking forward to their contributions and service to the community.
4. **Treasurer's Report** – Gail White presented a final report on the 2005-2006 fiscal year and an update on the current financial state of the library, please see her reports in the meeting handouts file. Gail is now tracking our expenditures with greater detail to help in the budgeting process. Our checkbook balance as of 9/20 is \$10,162.61. Roger Gale made a motion to accept the treasurer's reports, Craig Tyler seconded and the motion carried.
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 architect has approved the new design for the handicap access ramp that will go around the pine tree in front of the library. The contractor is expected back soon to complete the interior of the entrance vestibule and other finishing details. Larry Salo is expected in the next few weeks to begin the electrical rough-in. The propane gas tanks also need to be moved to their final location. There is approximately \$2,000 in the building account presently with approximately \$3,000 due back in grant funds. 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 approximately \$20K.

- B. **Development Committee** – Roger Gale reported that the recent fund raising letter has brought in \$2,345 after mailing cost thus far and that some donations are still trickling in. The committee is planning to hold an open house on October 22<sup>nd</sup> so the public can see the progress on the building thus far. The committee will also be looking at targeted fund raising in the coming months.
- C. **Community Committee** - Craig reported that the library continues to ship paperbacks to our service personnel serving overseas for Operation Paperback. The computerization of the book collection is nearly complete 6,800+ titles cataloged to date.
- D. **Library Committee** – Susan presented an update and comparison on our circulation and patronage over the few months. The library experienced a 150% growth in both circulation and number of patrons visiting the library during the 2005-2006 fiscal year versus the previous year. We have also purchased nearly 100 books since the new fiscal year began in July and received donations totaling 55 books. We have also utilized the CT Library Service Center in Willimantic with the borrowing of 170 books. Please see her reports in the meeting handouts file.
- E. **Story Hour** – Mel Gronski presented an overview of the story hour and the patrons it is serving. Since starting up again this month after a summer vacation, there have been 6 mothers and 1 father attending regularly with their children. The adults take turns each week selecting the story and craft for the session and the young readers are typically in the 3 to 5 year range. Mel suggested that she could hold a story hour during the upcoming open house; everyone thought this was a great idea and she is planning to hold it at 3 PM during the October 22<sup>nd</sup> open house.

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

- A. **Open House & 200<sup>th</sup> Anniversary** – As previously discussed, the development committee will be holding a combined open house and 200<sup>th</sup> anniversary on October 22<sup>nd</sup>. The committee will be contacting various local media outlets to publicize the event. The committee will gladly accept donations of baked goods for serving at this event.
- B. **New Computer** – The library recently received a new Dell computer and laser printer as the result of a grant that Mary Weaver from the East Woodstock May Memorial Library had applied for. The North and East Woodstock libraries also received the same equipment. Our heartfelt thanks go out to Mary for her efforts! The board decided that we should have a broadband internet connection at the library and Craig volunteered to investigate this. Two options available to the library are DSL service from AT&T and cable internet from Charter Communications. The least expensive will be installed as soon as the costs are determined.

7. **New Business** – Susan suggested that we move the next board of trustees and association meeting to a Saturday morning to allow other members who cannot make the Wednesday night meetings. The next meeting was scheduled for 12/13 and this has been rescheduled to 12/9 at 8:30 AM.

8. **Adjournment** - The meeting was adjourned at 8:50 PM.

Respectfully submitted,  
Craig Tyler