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West Woodstock Library Association

12.09.2006 Board of Trustees & Association Meeting Minutes

1. **Call to Order** - The meeting was held at WWL and called to order at 8:35 AM. Board members Susan Conover, Roger Gale, Don Harding, Mel Gronski, Petra Scandalito, Gail White, Marjorie Ellsworth, Sam Hunter, Liz Heckler, Craig Tyler, Paul Lynn and Gail W. White attended. Cathy Lewis, Laurel Garry, Lucy MacWilliams and Dave Wright did not attend. Librarian Pat Pelloth also attended the meeting.
2. **Reading of 11.18.2006 Board of Trustees Executive Committee Meeting Minutes** – A motion was made by Roger Gale to accept the minutes from the 11.18.2006 Executive Committee meeting into the records as presented. Paul Lynn 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 reports in the meeting handouts file. Our current operating funds as of 12/9 are \$6,635.89.
4. **Committee Reports** - The following reports were presented.
 - A. **Building Committee** - Gail W. White gave an update on the status of the building project. The balance in the building account was \$6,834 as of 11/30 and this included \$5,052 from the Perrin CD that will eventually be transferred back. Larry Salo has completed the electrical rough-in and will be invoicing around \$3,000 for that work and materials. The Partnership grant has been completed out and a submission has been made for a final payment of \$2,148. One half of the electrical work will be submitted on the other QSHC grant. Gail is working on getting final quotes for the heating system. Ben Buell will also be returning to complete the vestibule and other outside finish details.
 - B. **Development Committee** – Roger Gale reported that the committee is working on a major campaign to approach local businesses for donations to help complete the building project. Sam and Pam Hunter made a substantial donation to help kick this effort off. The committee is looking for slogan suggestions to use in the fundraising campaign and all suggestions are welcome. The committee asked for a listing of current library card holders for use in this effort and Craig volunteered to provide that.
 - C. **Community Committee** - Craig reported that the library continues to ship paperbacks to our service personnel serving overseas for Operation Paperback.

- D. **Library Committee** – Susan indicated that an update on our circulation and patronage over the last quarter of 2006 would be presented next month. Pat Pelloth reported that the library acquired 168 new volumes over the past quarter and that this breaks down to 111 children’s book and 57 adult books. Of these, 29 were donated. The \$200 preschool grant was used to purchase additional children’s books. We also borrowed 178 books from the Willimantic service center. Cathy Lewis is now helping to track down overdue books. Pat also noted that we really need a new typewriter and could use some video tape racks. Paul Lynn volunteered to look to see if some might be available from a local video store.
- E. **Story Hour** – Mel Gronski reported that they continue to have 4-10 children per session. The \$200 that was received from the preschool grant is being used to enrich the program with craft and artist supplies for story hour projects.

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

- A. **Credit Card** – Susan is still looking into establishing this with the bank.
- B. **Committee Reassignments** – Cathy Lewis is leaving the Development and Community Committees and joining the Library Committee. Whitney Bucci has volunteered to help on the Development Committee.

6. **New Business** – Craig noted that meeting dates needed to be set for 2007. The board requested that Craig to pick appropriate Saturday mornings and establish a 2007 schedule.

7. **Adjournment** - The meeting was adjourned at 9:50 AM.

Respectfully submitted,
Craig Tyler