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West Woodstock Library Association

12.19.2008 Board of Trustees Executive Committee Meeting Minutes

1. **Call to Order** - The meeting was held at WWL and called to order at 8:35 AM. by Craig Tyler. Don Harding, Gail W. White, Gail White, Roger Gale, Petra Scandalito, Lucy MacWilliams, Ayla Kardestuncer, Mike Lawrence, and Sam Hunter were present. Cathy Lewis arrived at 8:45 AM.
2. **Reading of Meeting Minutes** – No minutes presented.
3. **Treasurer's Report** – Gail White presented a summary, please see the handout in the meeting file. It was noted that the Merrill Lynch Fund has continued to decline.
4. **Committee Reports** - The following reports were presented.
 - A. **Building Committee** – Gail W. White gave an update. Ben Buell and John White cut down the large fir tree in front of the library. Ben has said he will begin work on the handicapped accessible ramp. S. Conover and P. Pelloth suggested that the center aisle shelves in the children's section be moveable to accommodate a larger group for meetings, activities, etc. It was decided that the space should accommodate up to 30 people. G. W. White will include moveable shelves in the estimates she is collecting for the shelving. Paint, weather permitting, will be the next step. The tentative schedule is to have the paint completed and shelving installed by the end of February. Other purchases will be a rug for the gathering space in the children's section and media shelving. G. W. White thanked Roger and Sam for their work.
 - B. **Development Committee** – R. Gale had nothing new to report at this time.
 - C. **Community Committee** – C. Tyler reported he has shipped 4 boxes for Operation Paperback.
 - D. **Library Committee** – S. Conover reported that P. Pelloth has a list of the newest library acquisitions posted on the website. It will be posted in the library. There has been steady use of the new computers. Wifi will remain unsecured as a courtesy. C. Tyler is working on a draft computer use policy for Board review. Patronage is up and people are in the stacks. Tuesday Dec. 30, 2008 the library will host the Three Library meeting. The card

system will be retained for the time being. P. Pelloth requested that the purchase of two media racks, one for children, one for adults, each capable of holding 500 videos. G. W. White will include this in her search.

5. Unfinished Business –

Perrin Fund -- S. Hunter, C. Tyler, and S. Conover provided information on the status of the fund. Transfer to a money market account will incur a 1% transfer fee. The Board discussed options for handling of the fund. R. Gale made a motion to leave the funds invested as they are and to get other opinions. C. Tyler seconded the motion. Discussion followed. The Board voted in favor with one abstention. D. Harding made a motion to change brokers to Wachovia (Alex Walsh). C. Tyler seconded the motion. Discussion followed. The Board voted in favor of the motion with one abstention. The Board will continue to solicit additional financial advice. S. Hunter will initiate the change of brokers with Alex Walsh.

6. New Business – The following items were discussed.

A. Law Office Sub-Committee: S. Hunter made a motion, seconded by D. Harding, to establish a sub-committee to focus on completing the Law Office. The Board voted unanimously in favor of the motion. Sub-committee members are S. Hunter, L. MacWilliams, A. Kardestencer, and G. W. White.

B. Children's hours: P. Pelloth reported that they have been very successful since the Open House. Mel Gronski was praised for her hard work.

7. Adjournment - The meeting was adjourned at 9:45 AM. on a motion by D. Harding that was seconded by P. Scandalito.

Respectfully submitted,
Gail White