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West Woodstock Library Association

Board of Trustees and Association Annual Meeting Minutes

June 20, 2009

1. Call to Order. The meeting was held at the West Woodstock Library and called to order at 8:30 a.m. by President Craig Tyler. Susan Conover, Don Harding, Petra Scandalito, Gail White, Paul Lynn, Ayla Kardestuncer, Liz Heckler, Marjorie Ellsworth, Su Connor, and Gail W. White were in attendance. Lois Bouchard arrived at 8:40 a.m.

2. Approval of Minutes. The minutes of the May 16, 2009 meeting were approved on a unanimous motion by D. Harding that was seconded by S. Hunter.

3. Treasurer's Report. G. White distributed and presented the report. Please see her report in the meeting file. Of note: our actual expenses are tracking very close to projected. The heating expense was less than 50% of projected. Item: furniture represents the two video carousels and the computer desks. S. Conover reported that \$1000 was moved from the Wachovia account to the checking account to cover expenses. Transfer of additional funds (as approved by the Board) will not occur unless necessary.

4. Committee Reports

A. Building Committee. G. W. White reported on the status of the project. E. Wohl wrapping up shelves in children's section. S. Hunter and R. Gale will organize construction of the handicap ramp. S. Hunter provided a recap of items donated by the Branford Library. It was noted that the many items we received from them (shelving, chairs, book drop-off box, etc.) are saving the WWLA thousands of dollars. S. Hunter delivered a cake to Branford as a thank you. The membership agreed to reimburse S. Hunter \$80.00 for purchase of the cake. Thanks to S. Hunter for organizing the trips to Branford and to R. Gale, C. Tyler, and D. Harding for assistance with pick-up. Following a discussion of the options for a bathroom in the building, P. Lynn noted that there had been a "Destroyolet" in the WWL during the 1970s.

B. Development Committee. S. Conover, G. White, and P. Scandalito met re: appeal letter. Due to the high cost of a town wide letter, it was decided to do a targeted mailing later in the year, with an identified need. The committee recommended newspaper articles on what the library is accomplishing in the interim. L. Heckler offered information on a mailing service for the appeal letter and indicated an interested in assisting the committee. P. Scandalito requested that Board members email her a punch list and a wish list as the building project nears completion and the library looks to finishing and furnishing the new spaces.

C. Operation Paperback. C. Tyler reported that it continues successfully.

D. Library. S. Conover introduced S. Connor and L. Bouchard to the members. S. Connor

is expanding use of the system. S. Conover commented on the state changes such as the change in the C Car schedule, icon, and state funding to libraries.

E. Williams Law Office. G. W. White reported that work on the interior will begin once the shelving in the children's section is complete and the carpenter has finished using that space.

F. Story Hour. The summer reading program starts Tuesday, June 23. Story hour will resume in the fall.

5. New Business

a. Election of Board of Trustees members.

P. Scandalito reported on the proposed slate of trustees: R. Gale, M. Lawrence, L. Bouchard, G. W. White, P. Scandalito, C. Tyler. The slate was approved unanimously on a motion by D. Harding that was seconded by P. Lynn.

b. Election of Board of Trustees Executive Committee representatives. P. Scandalito proposed S. Hunter and D. Harding. This was approved unanimously on a motion by C. Tyler that was seconded by S. Conover.

c. Standing Committees. Review organization and assignments. Following discussion, the membership decided to disband the existing committees and assign board members with specific responsibilities. The following is a list of board of trustee's members and responsibilities:

Facility	Roger Gale
Library	Susan Conover
Law Office	Lucy McWilliams
Story Hour	Su Connor
Fund Raising	Petra Scandalito and Sam Hunter
Building	Gail W. White
Community	Craig Tyler
IT	Craig Tyler

Additional responsibilities will be assigned as they occur.

6. Adjournment. The meeting was adjourned at 9:58 a.m. on a motion by D. Harding that was seconded by S. Conover and approved unanimously.

Respectfully submitted, Gail White, Secretary