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## West Woodstock Library Association

### Board of Trustees and Association Quarterly Meeting Minutes

September 19, 2009

**1. Call to Order.** The meeting was held at the West Woodstock Library and called to order at 8:34 a.m. by President Craig Tyler. Susan Conover, Don Harding, Petra Scandalito, Gail White, Paul Lynn, Ayla Kardestuncer, Liz Heckler, Marjorie Ellsworth, Roger Gale, and Lois Bouchard were in attendance.

**2. Approval of Minutes.** The minutes of the June 20, 2009 meeting were approved on a unanimous motion by D. Harding that was seconded by L. Bouchard.

**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 town gave the library all the money originally allocated. Discussed: Nextel charges the library business rates even though the library is a non-profit organization. Noted: propane delivery is automatic.

#### 4. Reports

**A. Building.** Discussed: R. Gale noted that we still need to build an access ramp but the new children's section and new shelves in the adult section had taken priority. Work in the new children's section is complete. The shelves in the adult section have been installed. S. Connor will be moving books in when she returns.

**B. Community.** C. Tyler said he had not yet contacted banks to ask for donations but would do so. L. Bouchard noted that the Bungay News Letter will publish news about contests we hold (such as the Bungay Lake contest for the kids) if we contact Jacqueline Dunaway and let her know. They may also be able to award additional prizes. Cindy Kelly is very ill and will no longer be able to write articles for the library to publish in local new papers.

**C. Development.** S. Conover talked about the upcoming mass mailing of request-for-donation letters and asked for help from anyone who knows how to print envelopes or make labels. The mailing will include an update on recent renovations and discuss what the library still needs. S. Conover, L. Bouchard, and C. Tyler will work on creating the labels this coming Wednesday, September 23<sup>rd</sup>. We will send letters of acknowledgement to donors. P. Lynn suggested we include the fact that we have 450 patrons in our mailing.

**D. Facilities.** We agreed on a big thanks to R. Gale and S. Hunter for all their work on the shelves this summer. We will be emptying the middle room of the adult fiction area and bring in more light. The rug for the children's area will be here next week.

**E. Law Office.** We do have a box of law books if anyone asks.

**F. Library.** We have treated for mice already, but we need to tackle the storage/mechanical room ceiling. S. Conover will order some books in S. Connor's absence. We discussed the great turnout for story hours held in the summer. Of note: September patronage is down. S. Connor will be back from a family funeral on Saturday of next week.

## **5. New Business.**

**A. Nextgen.** We discussed the need for security and fire alerts systems. Nextgen bills us annually. R. Gale made a motion to pay Nextgen for next year. D. Harding seconded the motion. The motion was carried with one objection by S. Conover.

**B. Agent Verso.** This is our computerized system. The vendor wants us to upgrade to new features. There is no extra cost to us. C. Tyler will look at locking in the price for the next 4 years. All 3 branches of the library must upgrade. We all use the same system. Everyone agreed to the update.

**6. Adjournment.** The meeting was adjourned at 9:18 a.m. on a motion by D. Harding that was seconded by S. Conover and approved unanimously.

Respectfully submitted, Lois Bouchard.