

West Bridgewater Public Library Board of Trustees

Meeting Minutes

April 26, 2023

I. Meeting Details

Wednesday, April 26, 2023 5:30 PM
West Bridgewater Public Library
80 Howard St. West Bridgewater, MA

Attendance:

- Trustees: Deborah Lancaster - Chairperson, Scott Ames - Vice Chairperson, and Kelly Kaprelian - Member, Kristine Roberts - Member.
- West Bridgewater Public Library Staff: Melanie Terrill - Library Director and Rebecca Waitt - Assistant Director.
- Members of The Public: Tim Churchill

II. Call to Order: The meeting was called to order at 5:32 by Chairperson Deborah Lancaster.

III. Review of Previous Meeting Minutes:

- Review of previous meeting minutes. No comments or changes.
- A motion is requested by Deborah Lancaster to accept the minutes from February 22nd, 2023.
 - Scott makes the motion, Kelly seconds the motion
 - All trustees unanimously accept the minutes from the previous meeting.

IV. Review of Monthly Reports, as presented by Melanie Terrill - Library Director:

- Financial Report
 - Review of entire report
 - Discussion of funds in grant accounts that are inaccessible to the library: Deborah will speak with the town administrator to see if we can locate account information and understand what these funds can be used for in the future.
- Circulation Report
 - Review of entire report with discussion on changes in circulation numbers
- Children and Youth Services Report
 - Review of report from Nanette Ryan - Head of Youth Services
- Library Director's Report
 - Review of entire report and discussion of West Bridgewater time capsule
- Motion to Accept all Reports as Presented
 - Deborah Lancaster asks if there are any further questions regarding the presented reports.
 - No questions from Trustees
 - Scott makes the motion to accept all reports as presented, Kelly seconds the motion

- Trustees vote unanimously to accept all reports

V. Old Business/New Business:

- Change of meeting times and dates: in order to make it easier for all trustees to attend meetings, future meetings will be held at 6:30 instead of 5:30. In addition, future meetings will be scheduled for earlier in the month. The next meeting will be on May 17th 6:30.
 - Deborah asks for a motion to approve changes in dates and times.
 - Scott makes a motion, Kristine seconds.
 - Trustees vote unanimously to accept this motion.
- Update policies: Melanie and Rebecca are continuing to work on updates to the collection development policy and will present the policy at the next meeting for the Trustees to approve.
- New trustee: there will be a meeting between the trustees and the town selectmen on May 3rd, 2023 at 6:45 PM to approve Tim Churchill as the new trustee.
- The budget hearing at town hall will take place on May 8th at 6:00 PM at the West Bridgewater High School. Trustees are encouraged to attend.
- Melanie shares the news that our patron services assistant will be leaving her position in June.

VI. Public Comments

- None.

VII. Adjournment

- Deborah asks for a motion to adjourn meeting at 6:25 PM
 - Kristine Roberts makes the motion
 - Scott seconds the motion to adjourn
 - Trustees vote unanimously to to adjourn the meeting
 - Meeting adjourned at 6:20

Next Trustees Meeting: Wednesday, May 17th at 5:30 PM