

West Bridgewater Public Library Board of Trustees

Meeting Minutes

Dec 28, 2022

I. Meeting Details

Wednesday, December 28, 2022 5:30 PM
West Bridgewater Public Library
80 Howard St. West Bridgewater, MA

Attendance:

- Trustees: Deborah Lancaster - Chairperson, Scott Ames - Vice Chairperson, Christopher Lawrence - Member, and Kelly Kaprelian - Member.
- West Bridgewater Public Library Staff: Melanie Terrill - Library Director and Rebecca Waitt - Assistant Director.
- Members of The Public: None.

II. Call to Order: The meeting was called to order at 5:35 by Chairperson Deborah Lancaster.

III. Review of Previous Meeting Minutes:

- Review of previous meeting minutes. No comments or changes.
- A motion is made by Chairperson Deborah Lancaster to accept the minutes from November 30th, 2022.
 - Scott Ames 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 heating expended budget, and the current heating system in library. Something to look into: the feasibility of changing heating system so that Technical Services room can be warmer.
 - Discussion of property maintenance budget, and spending on replacement sprinkler system compressor.
 - Deborah Lancaster asks if there are any questions
 - No questions from Trustees
- Circulation Report
 - Review of entire report with discussion on changes in circulation numbers
 - Melanie Terrill asks if there are any questions
 - No questions from Trustees
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- Children and Youth Services Report
 - Review of report from Nanette Ryan - Head of Youth Services

- Deborah Lancaster asks if there were any questions
 - No questions from Trustees
- Library Director's Report
 - Review of entire report and discussion of topics contained therein
 - Further discussion in regards to changing water cooler companies and passport processing. Look into charging a fee if someone cancels or doesn't show for their passport appointment time. In the future, keep a wait list for people that call for appointments but can't be scheduled soon enough.
 - Deborah Lancaster asks if there are any further questions
 - No questions from Trustees
- Motion to Accept all Reports as Presented
 - Deborah Lancaster asks for a motion to accept all reports as presented
 - Scot Amest makes the motion to accept all reports as presented
 - Kelly Kaprelian seconds the motion
 - Trustees vote unanimously to accept all reports

V. Old Business/New Business:

- Holiday Closings for 2023: review of updated holiday closing schedule for 2023
 - Deborah Lancaster makes a motion to accept the schedule
 - Scott Ames seconds the motion.
 - Trustees vote unanimously to accept schedule
- FY 2023 State Aid: Melanie Terrill discusses the state aid funding for FY2023 awarded to library in December.
- Welcome Kelly Kaprelian officially as the newest trustee!

VI. Public Comments

- No questions or comments from the public

VII. Adjournment

- Deborah Lancaster makes a motion to adjourn meeting at 6:10 PM
 - Scott Ames seconds the motion
 - Trustees vote unanimously to to adjourn the meeting
 - Meeting adjourned at 6:10

Next Trustees Meeting: Wednesday, January 25th at 5:30 PM