

West Bridgewater Public Library Board of Trustees  
Meeting Minutes  
Jan 25 2023

**I. Meeting Details**

Wednesday, January 25, 2023 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, Kristine Roberts - 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 5:32 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 December 28th, 2022.
  - Scott Ames makes the motion, Christopher Lawrence 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 remaining budget to be spend before spending stops in April
- Circulation Report
  - Review of entire report with discussion on changes in circulation numbers
  - Discussion of switching to Baker & Taylor for ordering books, or adding them as a vendor because books ordered from Ingram have been arriving late.
- 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 topics contained therein
- Motion to Accept all Reports as Presented
  - Deborah Lancaster asks if there are any further questions regarding the presented reports.
    - No questions from Trustees
      - Scot Ames makes the motion to accept all reports as presented
        - Kristine Roberts seconds the motion

- Trustees vote unanimously to accept all reports

#### **V. Old Business/New Business:**

- Final vote to accept updated library budget for FY2024
  - Deborah Lancaster asks for a motion to accept the budget with 13% increase over previous year.
    - Scott Ames makes the motion
      - Kelly Kaprelian seconds the motion
        - Trustees vote unanimously to accept the proposed FY24 library budget.

#### **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, February 22nd at 5:30 PM