

West Bridgewater Public Library Board of Trustees

Meeting Minutes

March 29, 2023

I. Meeting Details

Wednesday, March 29, 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 5:35 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 Ames makes the motion, Kristine Roberts 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 Lancaster 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

- Scot Ames 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:

- Update policies: Melanie and Rebecca will be working to update the collection development policy in the next month (April), and other policies in the near future, and will present the policy at the next meeting for the Trustees to approve.
- New trustee: David Church has sent his letter of resignation, enabling Tim Churchill to potentially step up to fill his remaining term of one year as trustee. We are excited to have Tim here at the meeting and as a future trustee!
 - Deborah Lancaster makes a motion to make a recommendation to the board of selectmen for Tim Churchill to fill David Church's position.
 - Scott Ames seconds the motion.
 - Trustees vote unanimously to accept this motion.

VI. Public Comments

- Tim Churchill expresses his interest in becoming a Library Trustee, and details his love for libraries and how he grew up going to library programs and borrowing books.

VII. Adjournment

- Deborah Lancaster makes a motion to adjourn meeting at 6:05 PM
 - Scott Ames seconds the motion
 - Trustees vote unanimously to to adjourn the meeting
 - Meeting adjourned at 6:20

Next Trustees Meeting: Wednesday, April 26 at 5:30 PM