

West Bridgewater Public Library Board of Trustees

Meeting Minutes

May 17, 2023

I. Meeting Details

Wednesday, May 17, 2023 6:30 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, Christopher Lawrence - 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 6:35 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 April 22, 2023.
 - Scott makes the motion, Kristine 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 with discussion on passport processing and plans to contact patrons to verify appointments before they are scheduled to come to the library
- Circulation Report
 - Review of entire report with discussion of two new library resources: Mango Languages and Creative Bug
- Children and Youth Services Report
 - Review of report from Nanette Ryan - Head of Youth Services
- Library Director's Report
 - Review of entire report
- 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:

- New information has arisen in regards to trustees needing to sign off on payroll for library staff: Deborah asks for a motion to approve that she acts as the primary signatory on payroll documents, and that Scott Ames acts as the secondary.
 - Kristine makes a motion to approve
 - Chris seconds the motion to approve
 - Trustees vote unanimously to accept this motion.
- Update policies: Melanie and Rebecca are continuing to work on updates to the collection development policy. The first draft has been included with paperwork this week. Trustees are encouraged to read it and return any comments or suggestions, and then a final vote of approval will be conducted at next month's meeting.

VI. Public Comments

- None.

VII. Adjournment

- Deborah asks for a motion to adjourn meeting at 7:15 PM
 - Kristine Roberts makes the motion
 - Scott seconds the motion to adjourn
 - Trustees vote unanimously to to adjourn the meeting
 - Meeting adjourned at 7:15

Next Trustees Meeting: Wednesday, June 14th at 6:30 PM. Following this, there will be a two month break until September.