

West Bridgewater Public Library Board of Trustees

Meeting Minutes

June 14, 2023

I. Meeting Details

Wednesday, June 14, 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, Christopher Lawrence - Member, Tim Churchill - 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, 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 with discussion of end of year budget remaining for FY23
- Circulation Report
 - Review of entire report with discussion of two new library resources: Mango Languages and Creative Bug
- Children and Youth Services Report
 - N/A – Will be updated once summer reading begins.
- 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, Tim seconds the motion
 - Trustees vote unanimously to accept all presented reports

V. Old Business/New Business:

- New information has arisen in regards to trustees needing to sign off on payroll for library staff: Deborah makes a motion to approve that Scott Ames will be a signatory on payroll documents as well as library warrants.
 - Kelly seconds the motion to approve
 - Trustees vote unanimously to accept this motion.
- Update policies: Melanie and Rebecca have updated the collection development policy. The first draft has been reviewed by trustees. The trustees vote to approve and accept the policies as written.
 - Deborah makes a motion, Scott seconds the motion
 - Trustees vote unanimously to accept the new policy.

VI. Public Comments

- A member of the public at a program adds: "Great library!"

VII. Adjournment

- Deborah makes a motion to adjourn meeting at 7:00 PM
 - Scott seconds the motion to adjourn
 - Trustees vote unanimously to to adjourn the meeting
 - Meeting adjourned at 7:00

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