

# West Bridgewater Public Library Board of Trustees

## Meeting Minutes

April 8, 2026

### ❖ Meeting Details

Wednesday, April 8, 2026 at 6:30PM  
West Bridgewater Public Library  
80 Howard St. West Bridgewater, MA

#### Attendance:

- Trustees: Deborah Lancaster, Christopher Lawrence, Scott Ames, Timothy Churchill
- West Bridgewater Public Library Staff: Melanie Terrill – Library Director, Cathy Goulet – Assistant Director
- Members of the Public: Tom Mayhew

### ❖ Call to Order: The meeting was called to order at 6:33pm

### ❖ Review of Previous Meeting Minutes:

- Review of the previous meeting minutes. No amendments were proposed.
- A motion is requested by Scott to accept minutes.
  - Deborah seconded. Motion approved.

### ❖ Review of Monthly Reports

- **Financial Report**
  - ◆ Library Director, Melanie Terrill
  - ◆ Reviewed heating and property maintenance costs.
  - ◆ Working on spending on the remainder of the materials budget. Will be used by May 2026.
  - ◆ 35 Passports in March 2026
  - ◆ Purchased 2 new laptops for Melanie and Cathy. Used passport money to purchase.
- **Circulation Report**
  - ◆ Increase in audiobooks, Kanopy and Hoopla.

- ◆ NYT usage increased. Considering adding Wall Street Journal.
- **Children and Youth Services Report**
  - ◆ CFCE “Preschool-Let’s Learn Spanish”
  - ◆ Ms. Gail and Ms. Michelle hosted 2 preschool sessions “The best Me I can Be”
- **Library Director’s Report**
  - ◆ Cathy Goulet officially hired as new Assistant Director. Has been working for about 2 ½ weeks and is going well.
  - ◆ Strategic Planning Survey is ongoing. Looking to increase both paper and online survey response. Email Blast and other outreach will be done in order to encourage responses.
  - ◆ Meeting Room usage. Melanie is actively working on updating policy. Voting on final policy in June.
  - ◆ Maids did deep clean of the library. Discussed current maintenance employee’s duties.
    - Discussed possible bathroom renovations, specifically the walls. Tom may have information on a wholesale company who may supply material. May need to be replaced with stainless steel. May be able to get money from town as a capital improvement.
  - ◆ Do it All Electric will be adding outlets around the library to increase access for patrons. They will also be replacing outside light timer with new sensors.
  - ◆ Rustic Fire will be here on April 9<sup>th</sup> to test fire alarm.
  - ◆ Need for improved outdoor lighting due to safety risks.
  - ◆ Scott made a motion to accept reports.
    - Timothy seconded. Motion approved.

#### ❖ **Old Business/New Business**

- Discussed possibility of installing parking barriers to prevent people driving into the building.
  - ◆ Capital Improvement project. More expensive options vs less costly concrete barriers.
  - ◆ Melanie was quoted \$15,000 but may be less since we may not need everything included in quote.

#### ❖ **Public Comments**

- Tom expressed thanks for the support in his bid for a seat in the Trustees.
- Deborah expressed thanks for Scott’s role as Chair. Asked if anyone would like to take over role. Decided to revisit next meeting when more members are present.

❖ **Adjournment**

- Scott makes motion to adjourn at 7:14pm.
  - ◆ Timothy seconded. Motion approved.

❖ **Next Trustees Meeting:**

May 13<sup>th</sup> at 6:30pm