

West Bridgewater Public Library Board of Trustees  
Meeting Minutes  
December 20 2025

### 1) Meeting Details

Wednesday, December 10, 2025 6:30PM

West Bridgewater Public Library

80 Howard St. West Bridgewater, MA

Attendance:

- Trustees: Scott Ames – Chairperson, Deborah Lancaster – Vice Chairperson,,  
Tim Churchill – Member, Kristine Roberts – Member
  - Absent: Christopher Lawrence – Member, Kelly Kaprelian – Member
- West Bridgewater Library Staff: Melanie Terrill – Library Director
- Members of the Public – Thomas Mayhew

2) **Call to Order:** The meeting was called to order at 6:29pm

### 3) Review of Previous Meeting Minutes

- Review of previous meeting minutes. No comments or changes.
- A motion is requested by Scott to accept the minutes from November.
  - Deborah makes the motion, Kristine seconds the motion.
    - All trustees unanimously accept the minutes from the previous meeting.

4) **Review of Monthly Reports**, as presented by Melanie Terrill – Library Director:

- Financial Report
  - i) Review of the entire report, looking steady for FY26
- Circulation Report
  - i) Review entire report. Discussion of changes in circulation numbers.
- Children and Youth Services Report
  - i) Review of entire report, discussion of ongoing programs.
- Library Director's Report
  - i) Review the entire report. No additional questions or comments.

- Scott makes a motion to accept all reports from November as presented, Deborah seconds the motion.
  - i) No questions from Trustees, all accept unanimously.

5) Old Business/New Business

- Assistant Director Position - Melanie shared and discussed the job description for the open Assistant Director Position. The position will be posted after Christmas
- Friends of the Library Involvement
  - i) Tom Mayhew was in attendance for the meeting, representing the West Bridgewater Public Library Friends of the Library group. Tom discussed touching base with the Trustees, suggested they are welcome to attend Friends of the Library meetings on the 1st Thursday of each month (at 4pm), and perhaps meeting minutes could be shared between groups
- Melanie discussed the upcoming Strategic Plan focus group in March, asked for permission to open late on Friday March 6th for the staff to attend the focus group. There will also be a focus group later in the day for Friends of the Library and Trustees to attend.
- Presented the 2026 Holiday Closings Schedule, Trustees unanimously approved

6) Public Comments

- No comments from the public.

7) Adjournment

- Scott makes a motion to adjourn the meeting at 6:55 PM, Deborah seconds the motion.
  - i) Trustees vote unanimously to adjourn the meeting.

**Next Trustees Meeting:** Wednesday, January 21, 2026

Respectfully submitted by Melanie Terrill, Library Director