

West Bridgewater Public Library Board of Trustees

Meeting Minutes

May 13, 2026

❖ Meeting Details

Wednesday, May 13, 2026 at 6:30PM
West Bridgewater Public Library
80 Howard St. West Bridgewater, MA

Attendance:

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

❖ Call to Order: Deborah called meeting to order at 6:30pm

❖ Review of Previous Meeting Minutes:

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

❖ Review of Monthly Reports

• Financial Report

- ◆ Library Director, Melanie Terrill
- ◆ Difficult to see how we finish up fiscal year since looking at April. Have less to spend. Finalizing expenditures.
- ◆ Extra money allocated for salary of Assistant Director. May send back to town Discussed using for extra hours for staff or more passport hours.
- ◆ Overspent in heating. Balances out in Electricity. Will need to run AC soon
- ◆ Want to spend all of Materials before end of fiscal year.

- ◆ Library Incentive Grant, Municipal Equalization Grant & Library Offset Grants can be used on anything. Town cannot take that money. Currently has been used for hotspots, business supplies, programming supplies, etc. Not focused on spending down in a specific way. Can use it as “Rainy Day Fund” and can save.
- ◆ Revolving fund should be spent. Can only spend up to 30k. Town may be able to take excess if not spent.
- ◆ 41 Passports in April
- ◆ Cathy passed passport training. Will get agent number soon.
- ◆ We anticipate more programs for adults and teens.
- **Circulation Report**
 - ◆ Very similar to this time last year.
 - ◆ Hoopla is up over 100 checkouts than last year. Costs are coming up for Hoopla so other libraries are canceling. We are not cutting this yet. Could come out of passport money in the future.
 - ◆ 18 uses on Ancestry
 - ◆ 95 Gail database sessions
 - ◆ Increase 100 NYT uses
 - ◆ Include “Did You Know?” section on monthly newsletter. Highlighting lesser-known resources we offer.
 - ◆ Table set up for local events like Riverwalk in the library.
- **Children and Youth Services Report**
 - ◆ Nanette storytimes, Leaping Littles, Baby Sing and Play
 - ◆ Gail and Michelle-5 week series Getting Ready for Preschool
 - ◆ Kindergarten classes came in one by one to get a card. 90 kids in total came into the library.
 - ◆ Miss Julia is still coming each week from CFCE.
- **Library Director’s Report**
 - ◆ 180 survey responses for Strategic Plan. Kati is transcribing the paper surveys into computer database.
 - ◆ Melanie and Cathy will meet weekly to discuss Strategic Plan. Have been attending webinars and meeting with advisor.
 - ◆ Altercation with two boys from school in the library. Contacted school and they are not allowed in the library through the end of the school year. Have had no issues with those boys since then.

- ◆ Deborah will contact local police to patrol parking lot after school to discourage parents from parking to pick up their children. Have seen people with no handicap placard park in the handicap spots.
- ◆ Some trustees need a name tag.
- ◆ Library employees should wear name tags.
- ◆ Trustees should review new meeting room policy before next meeting. Will vote on changes at next meeting.
- ◆ Do-it-All will come Friday to update/add new outlets, replace clock timer for parking lights with a solar device.
- ◆ Tim makes a motion to accept reports
- ◆ Kristine seconds. Motion is passed.

❖ **Old Business/New Business**

- ◆ Need to vote on new Chairperson. Deborah is willing to step into role with the caveat that she has a backup.
- ◆ Tom offered to be backup signatory.
- ◆ Tim volunteers to be vice chairperson.
- ◆ Kristine nominates Deborah to be Chairperson. Chris seconds. Motion passed.
- ◆ Deborah nominates Tim to vice chair. Kristine seconded. Vote passes unanimously
- ◆ Deborah nominates Tom to be signatory. Kristine seconded. Vote passes unanimously.
- ◆ Town Meeting went smoothly. No objections and only stayed about 20 minutes. 2% increase overall. 3% raise for staff.
- ◆ Tom mentioned that we are missing some minutes posted on website. Melanie will add find these and they will be added.

❖ **Public Comments**

- None

❖ **Adjournment**

- Timothy makes motion to adjourn at 7:10pm
 - ◆ Tom seconded. Motion approved.

❖ **Next Trustees Meeting:**

June 10th 2026 at 6:30pm