

West Bridgewater Public Library Board of Trustees

Meeting Minutes

September 9th, 2026

❖ Meeting Details

Wednesday, September 9th, 2026 at 6:30PM
West Bridgewater Public Library
80 Howard St. West Bridgewater, MA

Attendance:

- Trustees: Deborah Lancaster, Christopher Lawrence, Tom Mayhew, Kristine Roberts
- West Bridgewater Public Library Staff: Melanie Terrill – Library Director, Cathy Goulet – Assistant Director
- Members of the Public: None

❖ Call to Order:

Deborah calls meeting to order at 6:34PM

❖ Review of Previous Meeting Minutes:

- Review of the previous meeting minutes.
- A motion by Tom is requested to accept minutes.
 - Kristine seconded. Motion approved.

❖ Review of Monthly Reports

- **Financial Report**

- ◆ Library Director, Melanie Terrill
- ◆ Finished **June FY**. Spent 95%. Sent back \$28,738 in salary
 - Hit material goals.
 - Spent the most in heating.
 - Tried to spend down the budget.
- ◆ Passport: processed 275. \$9716
- ◆ Future meeting: Trust Fund money - Can we access it? Why not? Find out more information.

- ◆ **August 2026**
- ◆ Majority spent on materials so far
 - Need to look into electricity usage/cost
- ◆ Passports: processed 29. \$1015.00
- **Circulation Report**
 - ◆ **June:** Overdrive and Hoopla has increased since last year
 - Slightly lower patron count and items checked out
 - ◆ **July:** Hoopla increased quite a bit
 - Patron count pretty similar to last year
 - ◆ **August:** Need to pay attention to Hoopla. May become too expensive. We do not have an issue right now but will keep an eye on it. There may be a cost to us per checkout. Some are free. Kanopy is similar but we prepay for Kanopy.
- **Children and Youth Services Report**
 - ◆ Nanette storytimes, Leaping Littles, Baby Sing & Play
 - ◆ **June:** All usual programs. Storytimes, Miss Julia, Gail's programs and off site storytime
 - ◆ **July:** Busy month for programming. Had a variety of programming for all ages. Good participation for most programs.
 - Total of 249 people signed up for Summer Reading
 - ◆ **August:** 32 prizes were drawn for all ages for SRP
- **Library Director's Report**
 - ◆ Multiple ceiling leaks. Dennis Heath found hornet's nest and was removed. We have not had any issues since.
 - Recommended to keep A/C unit how it is.
 - Dennis does two annual reviews and maintenance of A/C units
 - ◆ Had many programs for teens/adults during the summer
 - ◆ Working on Strategic Plan. Will not meet December 1st deadline. Will inform MBLC.
 - ◆ Deborah makes a motion to accept reports. Kristine seconded. Motion accepted.

❖ **Old Business/New Business**

- ◆ Amendment for Cathy Goulet-Assistant Director salary
 - Will run it by Linda to make sure she knows it will be retroactive to July 1st.

- Deborah makes motion to amend Cathy Goulet's contract to approve raise retroactive to July 1st to \$71,070 (3% to \$69,000). Tom seconded. Motion approved.

◆ Rachel Reed law protects us from going to jail for putting certain material in the collection.

◆ Trustees should be notified of significant events/situations.

❖ **Public Comments**

- None

❖ **Adjournment**

- Tom makes motion to adjourn at 7:17pm. Deborah seconds. Motion approved.

❖ **Next Trustees Meeting:**

October 14th 2026 at 6:30pm