

**CRANSTON PUBLIC LIBRARY**

BOARD OF TRUSTEES MEETING MINUTES

**December 10, 2025**

Cranston Central Library, James T. Giles Room

6:00 pm

**Present were:**

*Michael Goldberg*

*R. Drayton Fair*

*Lisa Kirshenbaum*

*Diane Schaefer*

*Jack Tregar*

*Ed Garcia, Library Director*

*Julie Holden, Assistant Library Director*

*Ally Van Wyk, Administrative Assistant*

**Excused:**

*Regina Spirito*

*Taino Palermo*

**INTRODUCTION:**

The regular meeting of the Cranston Public Library Board of Trustees was called to order on Wednesday, December 10, 2025 at 6:02 pm at the Cranston Central Library.

**MINUTES:**

A motion was made by Jack Tregar to approve the minutes of the regular meeting of November 12, 2025. Diane Schaefer seconded. Motion carried (5-0).

**BOARD COMMUNICATIONS:**

None.

## **LIBRARY ADMINISTRATION REPORT:**

### Administrative Updates

- New Service Animal signs posted at all entrances at all locations in accordance with RIGL 40-9.1-3.1. This statute gives us the authority to post signs stating that service animals are allowed in the library and that misrepresentation of a service animal is a violation of Rhode Island law
- Discrimination from menopause signage has been posted for employees as required by the RI Commission on Human Rights at all locations.
- The General staff meeting will take place on Thursday, December 11. The library will have a delayed opening until 12pm.
- The OSL Executive Board recently approved a revised Staff ILS and borrowing policy. All OSL member library staff must comply with this policy pursuant to our Membership agreement.
- The Library Administration made an update to the Employee Handbook which explicitly states that compensatory time is non-transferable.

### Buildings and Grounds

- As of 12/1/25, the Public Works department has taken no action on the fire alarm radio upgrade project that was approved in the FY26 capital budget and includes the library buildings.
- The Auburn branch was closed on November 18 from 10a-1p due to lack of heat. The heat was repaired and the building was open from 2-6pm.

### Programming

- CPL will be participating in the OSL Winter Challenge. The challenge will run February 1-28, 2026. Patrons read every day and log their reading into Beanstack. They will be eligible to earn raffle tickets and prizes.
- On Tuesday December 2nd, the Library hosted a special story hour with a miniature highland cow named Jimmie! This story hour was for kids ages 2-8 and their families and during the program they listened to songs, stories, completed a highland cow craft and got a chance to pet Jimmie. The children were so excited to meet Jimmie and pet him and take photos with him. 44 people attended the program.
- Each year the Cranston Senior Center delivers about 600 holiday meals between Thanksgiving and Christmas, and our CPL teen volunteers work hard to make sure each meal kit has a handmade holiday card inside. This year we not only held cardmaking sessions at our Cranston Library locations, we also ran after school cardmaking programs at Cranston High School East, Cranston High School West, Bain Middle School, and Park View Middle School. Boy Scout Troop 66 also created cards for this

program and delivered them to the library. This is our 5th year of partnering with the Cranston Senior Center on this initiative.

The William Hall Library will be turning 100 years old in 2026. A celebratory event will be held at the William Hall Library on the weekend of 3/2. This event is being organized by the William Hall Trust.

#### Staff Updates

None

#### **BUDGET REPORT:**

The FY26 budget actuals as of November 30, 2025 were presented and reviewed.

-Property Maintenance is trending to be over budget due to HVAC repairs required at Auburn Branch. The new fire company is also bringing our facilities up to date due to a lapse from the previous company.

#### **NEW BUSINESS:**

##### Approval of 2026 Capital Budget:

The drafted FY27 Capital Budget Proposal was presented to the Board. Two projects were included

- 1) A packaged rooftop HVAC unit at the Central Library is nearing the end of its lifespan, and should be replaced with an estimated budget of \$85,000
- 2) The William Hall Library elevator requires modernization and replacement. Estimated budget \$125,000

A motion was made to approve the 2026 Capital Budget as presented by Jack Tregar. Lisa Kirshenbaum seconded. Motion carried (5-0).

##### Approval of Library Use Policy:

The drafted Library Use Policy was presented to the Board.

Earlier in 2025, the library administration began a review of the Code of Conduct Policy which had not been reviewed since 2017. This expanded policy revision has been renamed the Library Use Policy. It incorporates the Code of Conduct, Bicycles Policy and Video Surveillance Policy. With this action those policies would be rescinded and replaced by the Library Use Policy.

Ed Garcia will bring the policy to the City Solicitor to ensure the language surrounding “under the influence” is acceptable.

A motion was made by Drayton Fair to approve the Library Use Policy as presented. Jack Tregar seconded. Motion carried (5-0).

Approval of Exhibition Policy:

The drafted Exhibition Policy was distributed to the Board.

This policy replaces and expands upon the previously rescinded Guidelines for Exhibits and Displays.

A motion was made by Drayton Fair to approve the Exhibition Policy as presented. Jack Tregar seconded. Motion carried (5-0).

Approval of the Animals in the Library Policy:

The drafted Animals in the Library Policy distributed to the Board.

This policy is intended to replace the existing Service Animal Policy which was approved by the Board of Trustees in 2019. This policy moves beyond service animals and expands the allowable exceptions to bringing animals into the library with the inclusion of animals at library programs. The policy also expands on the requirements under RI state law for therapy pets, liability of animal owners and cites specific federal, state, and local statutes and ordinances.

A motion was made by Jack Tregar to approve the Animals in the Library Policy as presented. Drayton Fair seconded. Motion carried (5-0).

Approval of revised Lost and Found Policy:

The drafted Lost and Found Policy was distributed to the Board.

This is a periodic review and revision to the Lost and Found Policy. This policy was last reviewed in 2019.

A motion was made by Diane Schaefer to approve the Lost and Found Policy as presented. Drayton Fair seconded. Motion carried (5-0).

**CLOSED SESSION:**

A motion was made at 7:03pm to enter into closed session pursuant to R.I. Gen. Laws §42-46-5(3) by Jack Tregar. Drayton Fair seconded. Motion Carried (5-0).

Discussion in closed session included: Cranston Police investigation of recent theft.

A motion was made at 7:24pm to end closed session by Drayton Fair. Jack Tregar seconded. Motion carried (5-0).

No votes were made in closed session.

**ADJOURNMENT: 6:22pm**

A motion was made to adjourn the regular meeting of December 10, 2025 at 7:22pm by Jack Tregar. Drayton Fair seconded. Motion carried (5-0).