

## CRANSTON PUBLIC LIBRARY

A meeting of the Cranston Public Library Board of Trustees was held on Wednesday, January 10, 2024 at 6:02p at the Cranston Central Library.

### **Present were:**

*Jack Tregar*

*Regina Spirito*

*R. Drayton Fair*

*Michael Goldberg*

*Diane Schaefer*

*Larry Warner*

*Ed Garcia, Library Director*

*Julie Holden, Assistant Library Director*

*Allyson Quintanilla, Secretary for the Board of Trustees*

*Excused: Jen Cowart*

### **INTRODUCTION: 6:03p**

The meeting was called to order at 6:03p.

### **MINUTES: 6:03p**

A motion was made by Regina Spirito to approve the minutes of the regular meeting of November 8, 2023. Michael Goldberg seconded. Motion carried (5-0).

### **LIBRARY ADMINISTRATION REPORT: 6:03p**

#### Administrative Updates

The new self-service "Scan Station" is now up and running. Patrons seem to love it and have commented on how easy it is to use. Patrons can scan documents and photos to an email address, a USB drive, phone, Google, Dropbox, etc. The touchscreen interface guides everyone through the process. This equipment was funded by the Cranston Public Library Association.

The City Council recently passed an ordinance concerning Retail Sales of Cannabis. The ordinance states no Cannabis or hybrid cannabis retailer can be located within 500 feet from a library (ordinance included with the report).

The library received \$11,399 from the William Hall Trust in endowment income per section #3 of the Hall Trust and Cranston Public Library operating agreement. The funds have been placed in a restricted account for use at the Hall Library.

The administration is working on a revised Employee Handbook. Once the draft is completed it will go through legal review and then brought to the Board of Trustees for approval tentatively in February.

### Buildings and Grounds

The recent heavy rainstorm caused some leaking issues at several library locations. The ceiling above the circulation desk at the Arlington branch leaked. This was repaired by building maintenance. There were also some leaks in exterior windows at Central. These windows may need to be replaced and sealed.

### Programs

-The library is partnering with the Providence VA, the Dept. of Health, and the RI Office of Veterans Services to offer a Resource Fair on January 17 from 5 - 6:30 pm. The goal of this gathering is to bring attention to the crisis of veteran suicide and let veterans know all the resources available to them.

-CPL is partnering with the OneCranston Health Equity Zone to hold a Summer Camp Fair at Central on February 10th. Representatives from summer camps in Cranston and other parts of RI will be in attendance so families can get information for summer 2024.

### Staff Updates

Director Garcia was appointed to the RI Minimum Standards for Public Libraries revision committee formed by the Library Board of Rhode Island.

Director Garcia was appointed to the ALA Executive Director hiring committee.

### **BUDGET REPORT: 6:18p**

The budget report was distributed reflecting July 1, 2023 - December 31, 2023.

The bi-annual restricted accounts report was distributed reflecting July 1, 2023 - December 31, 2023.

The 2024 Capital Budget was distributed.

### **NEW BUSINESS:**

Approval of Records Management Policy: 6:24p

The proposed Records Management Policy was presented to the Board of Trustees.

A motion was made to approve the Records Management Policy by Michael Goldberg. Diane Schaefer second. Motion carried (5-0).

Approval of 2023 Annual Report: 6:33p

A motion was made to approve the 2023 Annual Report by Drayton Fair. Regina Spirito seconded. Motion carried. (5-0).

Election of Officers: 6:34p

Jack Tregar nominated Michael Goldberg to be the Chair of the Board of Trustees. Regina Spirito volunteered to be Vice Chair.

A motion was made to elect Michael Goldberg as Chair of the Board of Trustees by Drayton Fair. Diane Schaefer seconded. Motion carried. (5-0).

The liaison to the CPLA will be Michael Goldberg.

**ADJOURNMENT: 6:4p**

A motion was made to adjourn the meeting by Larry Warner. Regina Spirito seconded. Motion carried (5-0).