

CRANSTON PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

October 14th, 2026 – 6:00pm

Cranston Public Library, Children's Program Room

Present were:

Michael Goldberg

Kate Felder

Lisa Kirshenbaum (arrived @ 6:05pm)

Taino Palermo

Diane Schaefer

Ed Garcia (Library Director)

Julie Holden (Assistant Library Director)

Allyson Van Wyk (Secretary to the Board)

Excused:

R. Drayton Fair

Regina Spirito

INTRODUCTION:

The regular meeting of the Cranston Public Library Board of Trustees was called to order on Wednesday, October 14, 2026 at 6:01pm at the Cranston Public Library, Children's Program Room.

MINUTES:

A motion was made by Taino Palermo to approve the minutes of the regular meeting of September 9, 2026. Diane Schaefer seconded. Motion carried (4-0).

BOARD COMMUNICAIONS:

None.

LIBRARY ADMINISTRATION REPORT:

Administrative Updates

-In an effort to make our upcoming programs easier for people to see, we asked our web developer to create a widget that takes the next 4 upcoming events and posts them on the top right of our homepage, with a link to view more. Assistant Director Holden had seen this on another library's site in Texas and worked with IT Manager Joe Silveira to create the new design. We are also working on posting indoor photos of each location so that patrons can get the "vibe" of each library by being

able to see the spaces available, as well as a short description of each building along with parking info.

-The Library claimed our locations as business owners on Microsoft Bing Maps. This allows us to provide updates to operating hours and other information. The Library already has ownership set up in Apple Maps, Google Maps, and Yelp.

-CLMG grant update and 4th allocation - The Library received another allocation of funds which raised the grant to \$240,907. Many of the subaward projects are complete including: installation of RTU1 at Central, security cameras at Central and Knightsville, and fire alarm upgrades at all locations but Central. The last remaining fire alarm work at Central is scheduled for 10/13. The automatic doors at Auburn branch will be installed on 10/19. We are awaiting an installation date for Auracast systems and Central and Hall. Furniture for Auburn and Central will be shipping on 10/30 and delivered on 11/12. The additional funds will be towards adding a scan station at Hall and two Privacy Pods at Central. We have received an extension to 11/30 from the Pandemic Recovery Office to complete all projects.

-OLIS released model collection development and reconsideration policies as mandated in the Freedom to Read Act. Administration will bring policy revisions in compliance for board approval at the November meeting.

Buildings & Grounds

-Snow removal RFP was released through the Board of Contract & Purchase. Bids are due on October 20th. The next meeting of BCAP to award the bids will be on November 4th. The Board will schedule a special meeting before November 4 to review and award a bid.

-The volunteer painting project at the Oaklawn branch was delayed due to the nor'easter on 9/26. The project started on 10/2 and continued on 10/10. There were 30 volunteers on 10/2 representing the library teen volunteers, Troop 66, Solid Rock Church, Cranston Cares and the Cranston Rotary.

-As part of the Oaklawn cleanup, many overgrown shrubs were removed from the front of the building. The teen volunteers would like to plant a pollinator garden, and the Oaklawn staff would like to utilize the space for outdoor programming. To make this space safe, Director Garcia will request approval from the Cranston Historic Commission to install a picket fence (material and labor to be donated) along the sidewalk/road, as well as a required repair to the concrete in the basement entrance.

-The last two roof lights at the Hall Library have been repaired.

-Installation of the new boiler at Hall Library is complete.

-There was a leak on the valve that controlled outside water at Oaklawn. This has been repaired by the city plumber.

Programming

-Two additional Candidate forums have been scheduled in partnership with the Cranston Herald. October 19th will feature the three candidates for state representative for district 15. October 26th will feature citywide city council candidates.

Staff Updates

-Thanks to generous funding from the CPLA, we have hired an HR consultant to help us revamp and revise our new employee onboarding/orientation program. Currently, new employees are trained on our software and work tasks by using a checklist; we hope to deploy more corporate/professional techniques to onboard new employees with foundational instruction on library philosophy & values; basic technology assessments; short training videos; the buddy system; job shadowing; role playing; and more. So far, we have formed a training committee, released a staff survey, and conducted a brainstorming session with the committee.

-OLIS AI program: The Central Library hosted an all-day OLIS AI program on September 30th. The program was run by the Center for AI Safety and featured an overview of AI systems, areas of concern, and how to host community conversations on the subject of AI. Four members of CPL staff attended. Those staff members are part of a committee working on a Policy for AI staff use.

Director Garcia was recently featured in an article about librarians in the *New York Times*. The article was previously emailed to the Trustees.

Fraud Alert

Director Garcia potentially identified the root of the ongoing fraud alerts. Citizen's bank is incorrectly labeling payments made to MySchoolBucks to replenish Cranston Public School lunch accounts as Cranston Public Library charges. The Library is working with the school department to correct this issue.

BUDGET REPORT:

Director Garcia presented the FY27 Budget and Revenue Summary Reports for the period ending September 30, 2026.

CONTINUED BUSINESS:

Approval of Adding Fees to Notary Services:

At the September Meeting, the Board approved a \$2.00 charge per Notary transaction, which is currently a free service. Due to limited attendance at that meeting, Director Garcia requested to bring this item back for further review by the full Board of Trustees. After much discussion

concerning the need to bring in additional revenue for the library and if our patrons could afford an additional fee the Board elected to establish a recommended \$5.00 suggested donation in lieu of an established fee.

A motion was made by Taino Palermo to rescind the required donation of \$2.00 per notary transaction, and in its place establish a \$5.00 suggested donation to the Cranston Public Library to go into effect on November 1, 2026, and to be reevaluated in May 2027. Kate Felder seconded the motion. Motion passed (5-0).

NEW BUSINESS:

Adoption of Filmmaker Policy:

Over the past few years, the library has received several requests to film within the different locations by local filmmakers. Director Garcia determined a policy was needed to have a consistent process for review and approval of these requests.

A motion was made by Taino Palermo to adopt the Filmmaker Policy as presented. Lisa Kirshenbaum seconded. Motion carried (5-0).

Discussion of Proposed Ordinance 08-17-02:

Ordinance to the City Council in amendment of title 3, chapter 08, section 060, of the City of Cranston Code of Ordinances, 2005, entitled "Board of Contract and Purchase" and its potential conflict with the powers and authority of the Library Board of Trustees:

The Cranston Public Library Board of Trustees historically holds exclusive authority over the financial decisions of the Cranston Public Library. This ordinance could potentially encroach on that statutory authority. The letter drafted by Taino Palermo and Director Garcia and signed by Michael Goldberg asks for clarification, and/or the addition of language excluding the Library from this ordinance.

Approval of 2027 Holiday Schedule and 2027 Board of Trustees Meeting Schedule:

The drafted 2027 Holiday and Trustee Meeting Schedules were presented to the Board.

Edits: 2027 Holiday Schedule- Revise "November 11, Monday" to "November 11, Thursday".

A motion was made by Lisa Kirshenbaum to approve the 2027 Holiday Schedule and the 2027 Board of Trustees Schedule as revised. Kate Felder seconded. Motion carried (5-0).

ADJOURNMENT:

A motion was made by Taino Palermo to adjourn the regular meeting of October 14, 2026 at 7:13pm. Kate Felder seconded. Motion carried (5-0).