

CRANSTON PUBLIC LIBRARY

A meeting of the Cranston Public Library Board of Trustees was held on Wednesday, November 13, 2024 at 6:01 pm at the Cranston Central Library.

Present were:

Michael Goldberg

Regina Spirito

Jen Cowart

R. Drayton Fair

Diane Schaefer

Ed Garcia, Library Director

Allyson Quintanilla, Administrative Assistant

Excused: Lisa Kirshenbaum, Julie Holden

Absent: Jack Tregar

INTRODUCTION: 6:01 pm

The meeting was called to order at 6:01 pm.

MINUTES: 6:01 pm

A motion was made by Drayton Fair to approve the minutes of the regular meeting of October 9, 2024. Regina Spirito seconded. Motion carried (5-0).

LIBRARY ADMINISTRATION REPORT: 6:01 pm

Administration updates

-The Public Library Association (PLA) 2024 Staff Benchmark Survey was submitted.

-The American Library Directory annual update was completed.

-The Department of Justice published its final rule updating the regulations for Title II of the Americans with Disabilities Act (ADA). The final rule has specific requirements about how to ensure that web content and mobile applications (apps) provided by State and Local Governments are accessible to people with disabilities. The Library is currently reviewing the new rule. Due to our population size, we have until April 24, 2026 to be in compliance.

-The Friends of the Library book sale held on October 26th brought in \$1355.70.

The William Hall Library was awarded a \$140,000 Champlain Foundation Grant to cover the replacement of the boiler system at the William Hall Library.

The new Employee Handbook was distributed to all staff members on 11/12/24. Ed Garcia will hold an open Q & A session at the annual December staff meeting.

Ed Garcia is requesting quotes for a Cybersecurity Insurance policy to bring to the Board in December. Cranston is not a part of the RI Inter-Local Trust, and the City of Cranston does not have coverage, so the Cranston Public Library must secure its own policy.

Buildings and Grounds

-Atlantic Elevator recently installed “soft starters” at the Hall library, which the technician said will provide a quieter, smoother startup, quicker floor-to-floor times, and protection that extends motor life.

-Several panels on the front walkway at Central were repaired by the Highway Department.

-LED lights conversion at the Knightsville branch completed.

-The Highway Department patched some areas on the back entrance ramp at the Knightsville branch.

-Central’s generator received its annual maintenance checkup and transfer test.

Programs

- Naloxbox installed at Central library: because we are a Recovery Friendly workplace, we received a free NaloxBox here at Central. It is installed on the wall near the bathrooms. The box contains Narcan, a respiratory device, gloves, and instructions. These Opioid Recovery boxes are becoming more prevalent in public buildings, like AED units. They provide a quick way for the public to get to some Narcan in an emergency without having to ask anyone for it.

-Phonics Kits

Recently schools have moved back towards using phonics and "decodable" texts to teach reading. Decodable texts are mini books with very simple text and illustrations that focus on a limited number of letter sounds, so that children can learn to sound out increasingly complex words. These decodable texts are generally not available in bookstores or circulated by libraries, because they are designed to be used in classrooms, and often sold as part of a curriculum. However, starting in November, the Central Library will be circulating kits with 8 to 25 decodable paperback books, so that parents can use these materials to support their children's reading development. The kits are called "Phonics Book Boxes," and we are the only library in the state to offer them. This project was funded by a Merrick grant, since the decodable texts needed to be purchased directly from education publishers.

-Book Turkeys

There were 24 library patrons who left proudly carrying their book turkeys after attending craft class at the Central library on Nov. 5 and 6. Old books were prepared by library staff for those who signed up to fold pages to form the 'body' of the turkey, then using hot glue to attach 'tail feathers' and finally a pre-printed and cut turkey head. These adult craft classes brought in folks ranging in age from their 20s to their 80s and everyone had a great time. Adult Services Librarian Robin Nyzio conducted this very successful program.

Staff Updates

Adult services librarian Katherine Boden has been asked to mentor NELLS participant Monica Gonzalez, who is at Rogers Free Library as IT coordinator, as part of the NELLS mentorship program.

Tayla Cardillo presented about intellectual freedom issues in Rhode Island at the New England Library Association annual conference.

BUDGET REPORT: 6:13 pm

A draft FY24 budget report was prepared and reviewed.

A motion will be developed to bring to the December Board Meeting to propose waiving state organization room use fees on years where the State fully funds libraries.

The budget actuals as of October 31st were presented and reviewed.

NEW BUSINESS: 6:26 pm

Approval of 2025 annual schedule of Board of Trustees meetings:

A motion was made by Regina Spirito to approve the 2025 annual schedule of Board of Trustees meetings as presented. Diane Scheafer seconded. Motion carried (5-0).

Review of 2025 Holiday Schedule:

The 2025 Holiday Schedule was presented to the Board of Trustees.

Approval of participation in the Rhode Island Address Confidentiality Program policy:

A Confidentiality Program Policy was presented to the Board of Trustees.

A motion was made to approve the Confidentiality Program Policy by Drayton Fair. Regina Spirito seconded. Motion carried (5-0)

ADJOURNMENT: 6:30 pm

A motion was made by Diane Scheafer to adjourn the regular meeting of November 13, 2024. Jen Cowart seconded. Motion carried (5-0).