Thomas Crane Public Library
Board of Trustees Meeting Minutes
January 16, 2025
Main Branch

Trustees Present
Chair Ms. Corinne Mitchell, Vice-Chair Ms. May Mayyasi, Treasurer Mr. Arthur Foley, Secretary Mr. Peter Tam, Ms. Liberty Schaaf

Trustees Absent
Mr. Roy Caley

Staff Present
Executive Director Ms. Sara Slymon, Deputy Director Ms. Kristy Lockhart, Technology Director Ms. Taylor Devlin

Staff Absent
None.

Call to Order
Ms. Mitchell presided and convened the meeting at 8:32 AM.

Approval of December 2025 Minutes
December meeting minutes approval deferred to February 2025 Meeting.

Director's Report
Ms. Slymon did not share a report as she was away.

Treasurer's Report
Mr. Foley shared the December financial report with the trustees.

Friends of the Library
No update.

Foundation Report
Ms. Mitchell reported that the Foundation's CEO is looking to pursue a liaison between the Foundation & Board of Trustees.

Old Business
Ms. Mitchell shared that the trustees would review Robert's Rule procedures and suggested to possibly adapt specific rules for our smaller board to make meetings more efficient.
Ms. Mitchell shared we will review and discuss bylaw revisions over the coming months.
Ms. Schaaf reported the meet and greet committee is organizing an event in and around February 2025 inviting staff, board, Friends, volunteers, etc.
Ms. Slymon shared that the upper floor of the Main Library will be closed the week of Jan. 27, with limited services usually on that floor will move to the main floor. She also shared that an annual $7,500

donation will be used on enhancing library archives. Lastly, she presented a change in library hours (closing at 8pm instead of 9pm) and allocating that staff time to higher foot traffic time during the week.

New Business
None.

Open Forum Period
Susan Yuan – Staff engagement

Adjournment
Ms. Mitchell adjourned the meeting at 9:02 AM. The next Trustees Meeting is on Thursday, February 6, 2024 at the Main Library.