

**Thomas Crane Public Library  
Board of Trustees Meeting Minutes**

March 12, 2025  
North Quincy Branch

**Trustees Present**

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

**Trustees Absent**

None.

**Staff Present**

Executive Director Ms. Sara Slymon, Technology Director Ms. Taylor Devlin

**Staff Absent**

Deputy Director Ms. Kristy Lockhart

**Call to Order**

Ms. Mitchell presided and convened the meeting at 5:02 PM.

**Approval of February 2025 Minutes**

Ms. Schaaf made a motion to approve February 2025 Meeting Minutes, Ms. Mitchell seconded, and all approved.

**Executive Director's Report**

Ms. Slymon shared in her report that construction of Reference Offices are moving forward after identifying and fixing a consistent leak in the building. The fence at the North Quincy Branch's parklet will be reinstalled.

A temporary Librarian 5 role will serve as Branch Librarian of Wollaston and North Quincy Branches.

Ms. Slymon has also formed a working group with 10 libraries in MA with populations over 100,000. She also reported about the future of the State Aid program and its impact on facilities.

**Friends of the Library Report**

Ms. Slymon shared that the bookstore is on track to make \$30k this year. They are now exploring opening an eBay store. Booksale at the NQ branch has opened and has already made \$50 in its first week. Exploring pop-ups at the farmer's market.

**Old Business**

Officer elections are pushed to a later Trustee's Meeting since trustees have not received their appointment letters from the Mayor's Office yet.

Ms. Mitchell opened a discussion on Robert's Rules Procedures: Informal Procedure for Small Boards, specifically focusing on which to formally adapt and which to not.

Ms. Schaaf made a motion to approve the informal procedure that – Board members may raise a hand instead of standing when seeking to obtain the floor and may remain seated while making motions or speaking. Ms. Mitchell seconded, and all approved.

Ms. Schaaf made a motion to NOT approve the informal procedure that – Motions need not be seconded. Ms. Mitchell seconded, and all approved.

Ms. Schaaf made a motion to approve the informal procedure that – A board member may speak any number of times (not just twice) on a debatable question, except that the regular rules apply to appeals. Ms. Mayyasi seconded, and all approved.

Ms. Schaaf made a motion to approve the informal procedure that – Informal discussion of a subject is permitted while no motion is pending. Ms. Mayyasi seconded, and all approved.

Ms. Schaaf made a motion to approve the informal procedure that – Votes can be taken initially by a show of hands. Mr. Foley seconded, and all approved.

Ms. Schaaf made a motion to NOT approve the informal procedure that – If a proposal is perfectly clear to everyone, it may be voted on even though no formal motion has been made. Mr. Foley seconded, and all approved.

Ms. Schaaf made a motion to approve the informal procedure that – In putting questions to a vote, the chairman need not stand. Mr. Foley seconded, and all approved.

Ms. Schaaf made a motion to approve the informal procedure that – If the chairman is a member of the board, he or she can, without giving up the chair, participate in debate, and make motions, and vote on all questions. Ms. Mayyasi seconded, and all approved.

During a brief discussion of bylaws revisions, Ms. Schaff motions for a special meeting to discuss bylaws. Mr. Foley seconded, and all approved. This meeting will be held on Wednesday April 2<sup>nd</sup>, at 4:30pm at the main branch.

The trustees agreed to Ms. Slymon replying to emails sent to the trustees' email account in the meantime.

The Interlibrary Loan Policy vote and Mobile Device in Library Use Policy vote moved to April's Trustee Meeting.

### **Treasurer's Report**

Mr. Foley shared the December financial report with the trustees.

### **New Business**

None.

### **Open Forum Period**

Susan Yuan – Open Meeting Law

### **Adjournment**

Mr. Tam made a motion to adjourn the meeting. Ms. Mayyasi seconded, and all approved. Ms. Mitchell adjourned the meeting at 6:21 PM. The next Trustees Meeting is on Wednesday, April 9, 2025 at 4:30pm at the Main Library.