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RACINE PUBLIC LIBRARY
BOARD OF TRUSTEES
October 26, 2017 at 4:30 pm
Emily Lee Room
AGENDA

- I. Call to Order
- II. The meeting will convene in closed session, pursuant to Wisconsin Statutes section 19.85(1)(e), to address a matter which, for competitive and bargaining reasons, requires a closed session, and which, if publicly noticed, would compromise such competitive and bargaining reasons.
- III. Public Comment
- IV. Discussion of the Future of the Library
 - a. Road Map to 2020 – Quarterly Report (enclosure 1)
- V. Committee Reports
 - a. Engaging the Community Goal: Facility

Outcome: Patrons easily find spaces to learn quietly and interact socially as a result of the new Facility Plan

Action Plan: As a result of the Feasibility Study, establish library board Ad-Hoc Marketing Committee

Who: Chris Terry, Chair

Timeline: Develop Marketing Plan for 2017

Progress: Committee met March 15, 2017, April 12, 2017, May 17, 2017

Jenny Maurer was a PR intern this summer.

8/17/2017, library board approved hiring a part-time Library Programs and Services Marketing Assistant for 20 hours per week; goal moved to Staff Expertise

- b. Engaging the Community Goal: Funding

Outcome: Patrons have positive experiences in a dynamic, participatory, people-focused, trusted organization that is adequately funded, during hours and at locations that are convenient to them

Action Plan: Patrons are served by library employees who are paid a fair wage

Timeline: 2016, City of Racine funded a salary study by Carlson Dettman

Progress: August 2, 2017, City Council approved salary structure and implementation of a salary study by Carlson Dettman for full-time employees.
August 17, 2017, library board approved compliance with the City's compensation plan for full-time employees, funded by carryover for 2017.
September 14, 2017, compensation plan for part-time employees based on the full-time plan approved by the Finance & Personnel Committee for approval (enclosure 2)
October 26, 2017, final 2018 budget request presented to library board for approval (enclosure 3)

VI. Old Business

- a. Process for evaluation of library director

VII. New Business

- a. Engaging the Community Goal: Funding

Outcome: Patrons have positive experiences in a dynamic, participatory, people-focused, trusted organization that is adequately funded, during hours and at locations that are convenient to them

Action Plan: Library board recognizes library employees by funding part of the cost of an annual holiday party for them, from the library's endowment funds

Who: Jessica MacPhail and Library Board

Timeline: By November 30, 2017, the staff will have the funds for part of the cost of a holiday party

Progress: October 26, 2017, the library board will have a request from Jessica MacPhail for this funding (\$500 from the Emily Lee Fund)

- b. Financial Statement from previous month (enclosure 4)

VIII. Information

- a. Engaging the Community Goal: Facility

Outcome: Patrons easily find spaces to learn quietly and interact socially

Action Plan: keep library free of pests, specifically bedbugs

Who: Jessica MacPhail

Timeline: 2011, began monthly screening for bedbugs

Progress: August 16, 2017, one bedbug found at circulation desk; pest control called in, found no evidence of any other bugs

September 6, 2017, one bedbug found on returned DVD; pest control called in, found no evidence of any other bugs; contracted Canine Detection & Inspection Services, LLC to inspect and Anderson Pest Solutions to treat if necessary on September 15, 2017 (library to be closed)

Follow-up by Canine Detection & Inspection Services, LLC scheduled for October 20, 2017 before the library opens

Outcome: Patrons are able to access library resources from convenient locations

Action Plan: Sell the land that was purchased by the library board for a second location, after decision of Steering Committee was not to proceed with a second facility

Who: Jessica MacPhail and library board

Timeline: 6/17/15, letter of intent signed with NorthTerra

Progress: August 17, 2017, request for extension to February 1, 2019 by NorthTerra approved by library board pending notification regarding the status of escrow funds. Robert Henzl confirmed that escrow funds in the amount of \$2,000 were deposited with Knight Barry Title in February, 2016; these have now been transferred to the library. Laura from City Hall did find a deposit of a \$2,000 check for the land option made in January. So they are paid up, now, with a possible additional \$2,000 coming in January of 2018 if they ask for another extension.

- IX. Report of Upcoming continuing education opportunities for trustees:
 - UW-Parkside Nonprofit Leadership Conference, November 14, 2017
 - Public Library Association Conference, Philadelphia, March 20-24, 2018

- X. Consent Agenda
 - Minutes of the September 21, 2017 board meeting (enclosure 5)
 - Vouchers and credit card purchases from previous month (enclosure 6)
 - Personnel Report: No report
 - Dashboard Report for the past month (enclosure 7)

- XI. Items for the Next Agenda
 - a. Ad-Hoc Marketing Committee
 - b. Update on partnership project
 - c. Sturtevant Library Project
 - d. Evaluation of library director

- XII. Next regular meeting date is November 16, 2017

- XIII. Adjournment

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