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RACINE PUBLIC LIBRARY
BOARD OF TRUSTEES
November 17, 2016 at 4:30 pm
Emily Lee Room

AGENDA

- I. Call to Order
- II. Public Comment
- III. Discussion of the Future of the Library
 - a. Wisconsin Library Association conference
 - b. Feasibility Study feedback
- IV. New Business, Action Items
 - a. 2017 Memorandum of Agreement between Lakeshores Library System and Racine Public Library (enclosure one)
Road Map to 2020:
Outcome: Patrons easily find spaces to learn quietly and interact socially as a result of the new Facility Plan
V-A4: Organizational Management Action Plan: As a result of the Feasibility Study, first publicize available library programs, resources and services; then get feedback from the public, both in-house and through outreach; then revise the Facility Plan, before proceeding with any renovation plans.

Who: Library Director, library board, Foundation board, Friends of the Library, staff

Timeline: November, 2016, get input from managers; December 2, 2016, get input from library staff; December 8, 2016, draft PR plan to library foundation board for feedback; December 15, 2016, draft PR plan to library board for feedback; January 19, 2017, PR plan to library board.

Community Value: Customer Service, Physical and Virtual Destination, Collaboration, Innovation, Local History, Free and Accessible to All, Programs, Resources & Services are Patron-Driven, Safe, Neutral space.

Pew Research Center: Have more comfortable spaces for reading, working and relaxing at the library; move some print books and stacks out of public locations to free up more space for things such as tech centers, reading rooms, meeting rooms and cultural events.

V. Old Business

a. Vacancies on library board

- i. Angelina Cruz invited to the November 17, 2016 meeting.

VI. Information

a. Road Map to 2020 items:

- i. Results of patron comments on Quarterly Report to the public, overview format:

1. Handicap Accessibility bathrooms needs to be updated; toilet seat covers for toilets [has been added as a task to the Road Map]
2. I [heart] the library

- ii. **VII-A: Outcome: Patrons able to use Mobile Library consistently; Mobile Library is in service regularly**

Progress:

November 9, 2016 memo from Mr. Swendorwski:

Your chassis is now complete at Freightliner and preparing for shipment to TriVan in WA for the body install. Please find attached a sneak peek at the body drawings. They are missing a 3rd storage compartment on the driver's side behind the axle, but that is being addressed.

Once the body is done, the unit will then head to Farber in Columbus for final finishing. It is expected at Farber in early December, and expected to be ready for final inspections in March. We will start seeing engineered drawings and finish samples from Farber very soon.
(enclosure two)

- iii. **IX-I: Outcome: Patrons are able to view special television events as they are being broadcast**

Progress:

October 13, 2016, funding approved. October 27, 2016, two-year contract with Time Warner signed (\$150 installation charge, \$49.99 monthly charge; November 1, 2016, TV purchased (\$729.98 for TV and wall mount); November 17, 2016, Procedures presented to library board (enclosure three).

- iv. **X-C: Outcome: Patrons rely on staff having open, clear, timely communication via feedback and transparent, interactive quarterly evaluation**

Progress: October 24, 2016, report from Stephanie Brunner (enclosure four) and Darcy Mohr (enclosure five)

- b. Bylaws approved October 13, 2016 (clean copy, enclosure six)
- c. 2017 Calendar of meetings (enclosure seven)
- d. Report of Upcoming continuing education opportunities for trustees:
 - v. Free "Short Takes for Trustees" videos through December 31, 2016
 - vi. Wisconsin Library Legislative Day, February 21, 2017 (enclosure eight)
 - vii. Wisconsin Association of Public Libraries conference, April 26-28, Holiday Inn Hotel & Convention Center, Stevens Point
 - viii. American Library Association Annual Conference, Chicago, IL: June 22-27, 2017
 - ix. Wisconsin Library Association conference, Kalahari Resort & Convention Center, Wisconsin Dells, October 17-20
 - x. Public Library Association Conference, Philadelphia, March 20-24, 2018

VII. Consent Agenda

- a. Minutes of the October 13, 2016 board meeting (enclosure nine)
- b. Minutes of the November 3, 2016 board meeting (enclosure ten)
- c. Financial Statement from previous month (enclosure eleven)
- d. Vouchers and credit card purchases from previous month (enclosure twelve)
- e. Personnel Report:
 - i. New hires PT:
 - 1. Danielle Poisl – Page
 - 2. Moriah Thompkins - Page
 - ii. Terminations:
 - 1. Sarah Corso - Prof Sub
 - 2. Paige Mano - Prof Sub
- f. Dashboard Report for the past month (enclosure thirteen)

VIII. Items for the Next Agenda

a. Road Map update

IX. Next regular meeting date is December 15, 2016

X. Adjournment

If you are disabled and have accessibility needs or need information interpreted for you, please call the Racine Public Library's Business Office at (262) 636-9170 at least 72 hours prior to the meeting.