

RACINE PUBLIC LIBRARY
BOARD OF TRUSTEES
February 16, 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, Goals for 2017 (**enclosure one**)
- V. Committee Reports:
 - Road Map to 2020:
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
- VI. New Business, Action Items
 - a. Process for annual review of library director (**enclosure two**)
 - b. Department of Public Instruction annual report (**enclosure three**)
 - c. Road Map to 2020 Action Items:
 - i. **Outcome: Patrons are welcomed into an inclusive environment**
Action Plan: Provide staff training in inclusivity
Request permission to open at 1:00pm on Friday, April 28, 2017 for an all-staff meeting with Kenosha Public Library at Gateway's Kenosha campus
 - ii. **Outcome: Patrons have shorter wait lists and access to more copies of new materials, both physical and virtual**
Action Plan: Establish annual line item for downloadable eBooks and Audiobooks to add to LLS' collaborative "Advantage Collection" from Overdrive.

Request permission to establish annual funding from Library Materials Fund for this collection, \$14,000; amount for 2016 was \$14,800.

iii. Outcome: Patrons have help with technology

Action Plan: Hire part-time staff person to lead technology team for staff training and patron assistance

Who: Darcy Mohr, Jessica MacPhail

Timeline: February 16, 2017, request permission to hire part-time staff person; by July 1, 2017, technology team in place, schedule of patron assistance developed (to be presented at meeting)

iv. Outcome: Patrons, board and staff are protected by policies that are up-to-date

Action Plan: Policies will be reviewed to keep current: Review new policies on use of display cases, adult and youth services (**enclosure four**)

VII. Old Business

a. Scanner update

Outcome: Patrons have access to Racine History archives

Action Plan: organize History Room for easier patron access

Who: Rebecca Leannah

Timeline: Ongoing activity

Progress: June 20, 2016, Racine Authors collection policy in place
July 21, 2016, request for scanner to be presented to library board;
tabled until September 15, 2016 meeting
September 15, 2016, board approved purchase of scanner
December 31, 2016, Rebecca is taking the Recollection Wisconsin Digital Toolkit Continuing Education program for starting and completing your digital collection, and is almost done with that. She is trying to make sure that we're up to industry standards so we can possibly link to RW or DPLA with our collection. We are also still waiting to find out if we got the LSTA Grant so we can get the servers we will need to host the information online

2016 GOAL MET; this is an ongoing activity

b. Television update

Outcome: Patrons are able to view special television events as they are being broadcast

Action Plan: subscribe to Time-Warner television's basic package and provide access to special events to patrons on two screens

Who: Programming team

Timeline: Ongoing activity
Progress: January 30, 2017, American Pickers viewing party featuring local resident and author Gerald Karwowski; 25 in attendance

VIII. Information

- a. Report of Upcoming continuing education opportunities for trustees:
 - i. Wisconsin Association of Public Libraries conference, Holiday Inn Hotel & Convention Center, Stevens Point, April 26-28, 2017
 - ii. Library Journal Design Institute, Columbus Public Library, May 5, 2017 (enclosure five)
 - iii. American Library Association Annual Conference, Chicago, IL, June 22-27, 2017
 - iv. Wisconsin Library Association conference, Kalahari Resort & Convention Center, Wisconsin Dells, October 17-20, 2017
 - v. Public Library Association Conference, Philadelphia, March 20-24, **2018**

IX. Consent Agenda

- a. Minutes of the December 15, 2016 board meeting (**enclosure five**)
- b. Minutes of the January 11, 2017 board meeting (**enclosure six**)
- c. Financial Statement from previous month (**enclosure seven**)
- d. Vouchers and credit card purchases from previous month (**enclosure eight**)
- e. Personnel Report:
 - i. New hire PT - Jeff Ricchio - MLB driver
- f. Dashboard Report for the past month (**enclosure nine**)

X. Items for the Next Agenda

- a. Finance and Personnel Committee, Performance review of library director
- b. Ad-Hoc Marketing Committee

XI. Next regular meeting date is March 16, 2017

XII. 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.