

RACINE PUBLIC LIBRARY
BOARD OF TRUSTEES' MEETING
MINUTES
February 16, 2017

A regular monthly meeting of the Racine Public Library Board of Trustees was held on February 16, 2017 at 4:30 PM at the Racine Public Library in the Emily Lee Room.

Board members Angelina Cruz, Melissa Kaprelian-Becker, Brian O'Connell, Sandra Riekoff, Chris Terry and Michele Woods were present. Board members Carole Johnson, Mollie Jones, James O'Hagan and Ahmad Qawi were excused. Business Manager Dan Schultz and Library Director Jessica MacPhail were present. Journalists Jonathan Brines and Tom Karkow were also present.

President Kaprelian-Becker called the meeting to order at 4:35 PM. There was no business to be discussed in closed session.

No public wished to comment.

Discussion of the future of the library:

Ms. MacPhail went over the Road Map to 2020: Goals for 2017 and received feedback regarding items that can be tracked on the Dashboard report.

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

Chris Terry is recruiting members for the Ad-Hoc Marketing Committee via Facebook.

New Business

The process for the annual review of the library director was discussed. Ms. Johnson, as Chair of the Finance and Personnel Committee, will lead the review. It was asked that the form be available on paper as well as electronically.

It was moved by Ms. Riekoff and seconded by Mr. O'Connell to approve the 2016 Department of Public Instruction annual report, with corrections. Motion carried.

Road Map to 2020 Action Items:

1. **Outcome: Patrons are welcomed into an inclusive environment**

Action Plan: Provide staff training in inclusivity

It was moved by Ms. Woods and seconded by Ms. Cruz to approve changing the hours on Friday, April 28, 2017 due to the all-staff training with the Kenosha Public Library at Gateway Technical College, Kenosha Campus. The library will be open from 1pm to 4pm on that day. Motion carried.

2. **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

It was moved by Ms. Riekoff and seconded by Mr. O'Connell the establishment of annual funding for eBooks from the Library Materials Trust Fund, in the amount of \$16,200 in 2017 and in years to come a suggested amount of \$16,000. Motion carried.

3. **Outcome: Patrons have help with technology**

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

It was moved by Mr. O'Connell and seconded by Ms. Woods to hire a part-time staff person (LU-2) to be part of the technology team for staff training and patron assistance. This position replaces a part-time LU-1 position, vacant due to retirement. Motion carried.

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

Action Plan: Policies will be reviewed to keep current

It was moved by Ms. Riekoff and seconded by Mr. O'Connell to approve the new policies on the use of display cases, adult and youth services. Motion carried.

Old Business

1. 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

It was asked that Rebecca be available to show the scanner to trustees, when convenient.

2. 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

Information

Report of Upcoming continuing education opportunities for trustees:

- "From Futuring to Innovation: Trends for the Library of the Future," Menomonee Falls Public Library, March 28, 2017
- Wisconsin Association of Public Libraries conference, Holiday Inn Hotel & Convention Center, Stevens Point, April 26-28, 2017
- Library Journal Design Institute, Columbus Public Library, May 5, 2017
- American Library Association Annual Conference, Chicago, IL, June 22-27, 2017
- Wisconsin Library Association conference, Kalahari Resort & Convention Center, Wisconsin Dells, October 17-20, 2017
- Public Library Association Conference, Philadelphia, March 20-24, **2018**

The latest version (January, 2017) of Library Laws was distributed.

Consent Agenda

It was moved by Mr. Terry and seconded by Ms. Riekoff to approve the consent agenda:

- Minutes of the December 15, 2016 board meeting
- Minutes of the January 11, 2017 board meeting
- Financial Statement from previous month

- Vouchers and credit card purchases from previous month
- Personnel Report:
 - New hire PT - Jeff Ricchio - MLB driver
- Dashboard Report for the past month

Motion carried.

Items for the Next Agenda

- Finance and Personnel Committee, Performance review of library director
- Ad-Hoc Marketing Committee
- Fines for children's materials

It was moved by Ms. Riekoff to adjourn. There being no objections, Ms. Kaprelian-Becker adjourned the meeting at 5:10 PM.

Next regular meeting date is March 16, 2017 at 4:30 PM.

Respectfully submitted,

Jessica MacPhail
Recording Secretary