

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

The Racine Public Library Board of Trustees met on November 16, 2017 at 4:30 PM at the Racine Public Library in the Emily Lee Room.

Board members Carole Johnson, Mollie Jones, Brian O'Connell, James O'Hagan, Ahmad Qawi and Chris Terry were present. Board members Melissa Kaprelian-Becker, Sandy Riekoff and Michelle Woods were excused. Board member Angelina Cruz was absent. Business Manager Dan Schultz and Library Director Jessica MacPhail were present. Bob Margis, Manager of Circulation, Outreach and Technical Services, was also present.

President O'Hagan called the meeting to order at 4:31 PM.

No closed session was held.

No public wished to comment.

Discussion of the future of the library:

It was moved by Ms. Johnson and seconded by Mr. O'Connell to rearrange the agenda so Mr. Margis could present information:

a) Engaging the Community Goal: Accessibility

Outcome: Patrons in school have access to library resources

Action Plan: Provide library materials to students and teachers

Who: Bob Margis, library staff

Timeline: November 16, 2017, plan presented to library board (no action taken)

b) Engaging the Community Goal: Bookmobile

Outcome: Patrons able to use Mobile Library consistently; Bookmobile is in service regularly

Action Plan: Investigate programs, resources and services which might be provided from a second Bookmobile

Who: Bob Margis and Bookmobile Team

Timeline: By December 31, 2017, a plan for a second vehicle will be investigated

Progress: November 16, 2017, plan presented to library board

It was moved by Mr. O'Connell and seconded by Ms. Johnson to allow Michael Swendrowski of Specialty Service Vehicles to broker a sale of the old Mobile Library, and bring the sale price back to the library board for final approval. Motion carried.

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.

July 20, 2017, library board requested proposal for PR person – moved to Staff Expertise goal

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

November 7, 2017, final interviews were held

Old Business

- a) Engaging the Community Goal: Facility

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

Action Plan: Investigate possible branch library in Sturtevant

Who: Jessica MacPhail and library board

Timeline: Sturtevant trustees expressed interest in locating a branch library in Sturtevant

Progress: 7/20/2017, RPL Foundation board presented with a request to fund a Market Study of a Sturtevant location; approved August 10, 2017

November 7, 2017, study presented to Sturtevant Village Board

November 16, 2017, study distributed to library board

It was moved by Ms. Johnson and seconded by Mr. O'Connell to form an Ad-Hoc Community Library Planning Committee. Motion carried.

- b) Board President named members of Finance and Personnel Committee (Mr. Qawi, Chair; Ms. Jones, Ms. Kaprelian-Becker, and Mr. Terry) and Building and Grounds Committee (Mr. O'Connell, Chair; Ms. Cruz, Ms. Riekoff, and Ms. Woods)
- c) Evaluation of library director will be distributed to all library board members.

New Business

- a) Update on Partnership Project – no report
- 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
October 26, 2017, 2018 budget approved by the library board
November 16, 2017, request position of LU-5, as approved by library board May 19, 2016, be classed at Grade H retroactive to September 3, 2017.

It was moved by Ms. Johnson and seconded by Mr. Qawi to approve this position classification. Motion carried.

c) Engaging the Community Goal: Policies

Outcome: Patrons and staff are protected by policies which are up-to-date

Action Plan: Policies are reviewed regularly to keep current.

Who: Library Director and managers

Timeline: By December 31, 2017, policies more than five years old will be reviewed and updated if necessary

Progress: November 16, 2017, revised Meeting Rooms policy presented to library board

It was moved by Ms. Johnson and seconded by Mr. Qawi to approve the revised Meeting Rooms policy and Meeting Rooms Rules and Regulations. Motion carried.

d) Financial Statement from previous month (enclosure 5)

It was moved by Mr. Terry and seconded by Ms. Jones to accept the Financial Statement. Motion carried.

Information

a) Engaging the Community Goal: Policies

Outcome: Patrons are involved in setting the mission and vision of Racine Public Library

Action Plan: Mission and vision of RPL will be reviewed to keep current

Who: Library Director, board, staff, Foundation, Friends

Timeline: By December 31, 2017, community will be engaged in a process of refining the library's mission and vision.

Progress: April 6, 2017, Jessica MacPhail and Darcy Mohr met with Dr. Joyce Latham to develop a non-user survey, to be conducted this fall by UWM-SOIS students; second meeting set for July 13, 2017

September 23, 2017, Dr. Latham and students conducted in-person interviews during Party on the Pavement

November 21, 2017, focus group interviews scheduled with elected officials

b) 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

October 21, 2017, returned materials from Trinity Terrace were found to have bedbugs.

Pest control was contacted and Canine Detection & Inspection Services, LLC will return in 30 days for free followup inspection. Canines did not detect bugs due to handler error. Service to Trinity Terrace was suspended until they provide a letter or receipt from a licensed pest control company that the residence or facility has been inspected and/or treated for bed bugs.

Report of Upcoming continuing education opportunities for trustees:

- UW-Parkside Nonprofit Leadership Conference, November 14, 2017
- Wisconsin Library Legislative Day, February 20, 2017
- Public Library Association Conference, Philadelphia, March 20-24, 2018

Consent Agenda

- Minutes of the regular October 26, 2017 board meeting [no board members were present at the November 7, 2017 special meeting at Sturtevant Village Hall (enclosure 6)]
- Vouchers and credit card purchases from previous month (enclosure 7)
- Personnel Report:
 - New hires, PT - Lauren Mooney & John Olson - Pages
- Dashboard Report for the past month

It was moved by Mr. O'Connell and seconded by Ms. Johnson to approve the consent agenda. Motion carried.

Items for the Next Agenda

- a) Ad-Hoc Marketing Committee – the Committee will be disbanded, following the hiring of the Marketing Assistant

- b) Ad-Hoc Community Library Planning Committee
- c) Update on partnership project
- d) Director's goals for 2018
- e) Dashboard report review
- f) Report from Dr. Latham on non-user survey (tentative)

Next regular meeting date is December 21, 2017

At 5:10pm it was moved by Mr. O'Connell to adjourn. There being no other business, the meeting was adjourned.

Respectfully submitted,

Jessica MacPhail
Recording Secretary