

RACINE PUBLIC LIBRARY
BOARD OF TRUSTEES' MEETING
MINUTES
October 26, 2017

The Racine Public Library Board of Trustees met on October 26, 2017 at 4:30 PM at the Racine Public Library in the Emily Lee Room.

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

President O'Hagan called the meeting to order at 4:32 PM. Ms. Kaprelian-Becker moved and Ms. Jones seconded a motion to 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. Motion carried on a roll call vote at 4:32 PM. At 4:52 PM, Ms. Kaprelian-Becker moved and Ms. Riekoff seconded a motion to reconvene in open session. Motion carried.

No public wished to comment.

Discussion of the future of the library:

Ms. MacPhail presented the Road Map to 2020 quarterly update.

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

October 26, 2017, interviews scheduled for November 1 and November 7, 2017.

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**
It was moved by Mr. O'Connell and seconded by Ms. Riekoff to approve the minutes of the September 14, 2017 Finance & Personnel Committee. Motion carried.
It was moved by Ms. Kaprelian-Becker and seconded by Ms. Woods to approve the final 2018 budget request. Motion carried.

Old Business

The process for evaluation of library director will be the same as last year. Evaluation forms sent to trustees, department heads and the library director are due back to Mr. O'Hagan by November 7, 2017.

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)
It was moved by Ms. Woods and seconded by Mr. O'Connell to approve \$500 from the Boernke Fund for a holiday party. Motion carried.

b) It was moved by Ms. Riekoff and seconded by Mr. O'Connell to accept the Financial Statement from previous month. Motion carried.

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
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.

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.

Report of Upcoming continuing education opportunities for trustees:

- Lakeshores Library System Trustee Dinner, November 2, 2017
- UW-Parkside Nonprofit Leadership Conference, November 14, 2017
- Public Library Association Conference, Philadelphia, March 20-24, 2018

It was moved by Ms. Kaprelian-Becker and seconded by Mr. O'Connell to approve the Consent Agenda

- Minutes of the September 21, 2017 board meeting
- Vouchers and credit card purchases from previous month
- Personnel Report: No report
- Dashboard Report for the past month

Items for the Next Agenda

- a) Ad-Hoc Marketing Committee
- b) Sturtevant Library Project

c) Evaluation of library director in closed session

Next regular meeting date is November 16, 2017

At 5:20pm it was moved by Mr. O'Connell to adjourn. There being no other business, the meeting was adjourned.

Respectfully submitted,

Jessica MacPhail
Recording Secretary