

RACINE PUBLIC LIBRARY
BOARD OF TRUSTEES
March 15, 2018 at 4:30 pm
Emily Lee Room
MINUTES

The Racine Public Library Board of Trustees met on March 15, 2018 at 4:30pm at the Racine Public Library in the Emily Lee Room.

Board members Mollie Jones, Melissa Becker, Brian O’Connell, James O’Hagan, Sandra Riekoff and Michele Woods were present. Board members Angelina Cruz, Ahmad Qawi and Chris Terry were excused. Business Manager Dan Schultz and Library Director Jessica MacPhail were present. Tom Karkow from WRJN was present.

- I. Call to Order – President O’Hagan called the meeting to order at 4:40pm.
- II. At 4:40pm it was moved by Ms. Jones and seconded by Mr. O’Connell 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 4:50pm, it was moved by Ms. Becker and seconded by Ms. Jones to come out of closed session. Motion carried.
- III. Public Comment – no public comments.
- IV. Discussion of the Future of the Library
 - a. Road Map to 2020 – no discussion
- V. New Business
 - a. Engaging the Community Goal: Accessibility

Outcome: Patrons are welcomed into an inclusive environment

Action Plan: Investigate not charging fines for overdue materials

Who: Bob Margis

Timeline: March 16, 2017, library board approved a one-year suspension of overdue fines for all children’s materials, not just those items checked out by students aged 5-10 years old. The motion included requiring a report comparing data of materials not returned before and after the suspension.

Progress: March 15, 2018, library board presented with result of one-year experiment not charging fines for overdue children’s materials and recommendation for final action.

It was moved by Ms. Becker and seconded by Ms. Riekoff to extend the fine-free policy for overdue RPL children’s materials indefinitely. Motion carried.

It was moved by Ms. Becker and seconded by Ms. Jones that all RPL overdue materials fines be suspended for one year, and that all existing overdue fines for RPL materials be zeroed out, with a final recommendation back to the board in March, 2019. Motion carried.

- VI. 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: remodel entire building for better use of space; City CIP funds approved to replace first floor carpeting and entrance in 2016/2017/2018

Who: Jessica MacPhail; Building and Grounds Committee; Library Foundation

Timeline: By March 31, 2018, plan developed to replace first floor carpeting and entrance

Progress: June 6, 2016, architects presented revised plan to joint meeting of RPL Foundation Board and Ad-Hoc Building and Grounds Committee ; Committee recommended to library board that enhanced third floor concept be accepted, pending review of funding sources.

September 15, 2016, architects' cost estimate presented to library board

October 13, 2016, Library Strategies presented capital fund Feasibility Study to a joint meeting of the library foundation board and library board; no action taken to move forward

November 16, 2017, library board named members to Building and Grounds Committee (Mr. O'Connell, Chair; Ms. Cruz, Ms. Riekoff, and Ms. Woods) to review plan to remodel entire building for better use of space.

December 21, 2017, library board approved hiring Product: Architecture+Design for programming and plans for existing 2 level building, and for design and bid for new carpeting.

January 18, 2018, Building and Grounds Committee set meeting dates: February 1, 2018, at 6pm at the library.

February 1, 2018, Building and Grounds Committee met with Product: Architecture+Design.

March 8, 2018 Building and Grounds Committee met with Product: Architecture+Design to look at carpet samples and recommend to library board.

It was moved by Ms. Becker and seconded by Ms. Jones to approve the Building and Grounds recommendations of carpeting: Style 19bh502500, Extra Curricular 18z * 50cm, Color 178154 imprized for the children's department and Style 13844bab00, Grasmere 18z * 1c 50cm x 1 M, Color 102851 Fell for the rest of the first floor. Motion carried.

- VII. Old Business
 - a. Engaging the Community Goal: Facility

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.

January 18, 2018, board approved tabling for one month pending legal question.

No action was taken.

b. Organizational Management Goal: Budgeting

Outcome: Patrons are served by a strong, flexible organization

Action Plan: Approve receiving bequest of \$126,195.43 from Josephine Mander and placement into one of four special funds:

Donations and bequests given to the Racine Public Library without purpose or time restrictions will be placed in one of the following four funds. The library will also solicit donations for these funds.

Endowment Fund for Library Materials

The purpose of this fund is to establish and maintain a revenue stream, separate from property tax revenue, that will enable the Racine Public Library to strive to meet the basic level for collection size, according to the Department of Public Instruction's Public Library Standards, and then to meet the more advanced levels.

Mobile Outreach Services Fund

The purpose of this fund is to establish and maintain a fund that will replace vehicles providing mobile library outreach services. The vehicles, at the present time, are a panel van and the Mobile Library bus.

New Facilities Fund

The purpose of this fund is to establish and maintain a fund that will be used to purchase land and lease, build, or otherwise develop facilities to be used as branch library facilities. This fund may be used for architectural fees, furnishings, fixtures, and equipment.

Facility Renovations Fund

The purpose of this fund is to establish and maintain a fund that will be used for ongoing maintenance and renovation of existing facilities, over and above the amount budgeted by the City of Racine.

Who: Library Board

Timeline: January 18, 2018, library board tabled request until after the family has been consulted on the placement of the bequest

January 22, 2018, memo from Dan Schultz:

I contacted the Personal Representative for the Jo Ann Mander estate, her name is Susan Mosher...Ms. Mosher told me Jo Ann Mander had no heirs or family and that she was Ms. Mander's closest friend for 60 years. She told me Ms. Mander would not have had any specific area she would want the money spent on. She mentioned, in passing, that Ms. Mander was an occasional bookmobile user.

Staff recommendation: Facility Renovations Fund, with \$16,890 to replace chairs immediately

It was moved by Ms. Riekoff and seconded by Mr. O'Connell to approve \$16,890 to replace chairs and acrylic magazine holders, with the remainder of the bequest remaining in the Gifts & Memorial Fund. Motion carried.

VIII. New Business

a. Engaging the Community Goal: Community Partnerships

Outcome: Patrons benefit from community partnerships

Action Plan: Investigate collaborative partnerships with the YMCA, Hospitality Center, Civic Centre (Memorial Hall and Festival Hall), Heritage Museum, City departments

Who: Jessica MacPhail and managers

Timeline: By May 1, 2017, reach out to partners for collaborative opportunities centered around topics of mutual interest

Progress: Change position description from Librarian II to Community Resource Librarian
March 15, 2018, present change to library board

It was moved by Mr. O'Connell and seconded by Ms. Becker to approve the change in position description from Librarian II to Community Resource Librarian. Motion carried.

b. Organizational Management Goal: Budgeting

Outcome: Patrons are served by a strong, flexible organization

Action Plan: Consider request for use of library for BONK! fundraiser on April 21, 2018

Progress: Memo from Nick Demske: *We would like to have a sort of talent-showcase BONK! fundraiser on Saturday April 21. We plan on doing it starting immediately at closing (4pm) and, if we get enough response, going until 10pm. People will be raising money to get a 5 minute performance slot and we'll have about 10 performers each hour.*

It was moved by Ms. Riekoff and seconded by Ms. Woods to allow BONK! to hold a fundraiser at the library on April 21, 2018 and cover the cost of security. Motion carried.

Action Plan: Wisconsin Department of Public Instruction Public Library Annual Report is filed accurately and on time.
Who: Jessica MacPhail
Timeline: By March 1, 2018, report is filed.
Progress: March 15, 2018, report for 2017 presented to library board for approval
It was moved by Ms. Riekoff and seconded by Ms. Woods to approve the 2017 annual DPI report. Motion carried.

Action Plan: Renew the contract with Per Mar Security Services
Who: Dan Schultz
Timeline: New contract would be March 1, 2018 through March 31, 2019
Progress: March 15, 2018, contract renewal presented to library board for approval
It was moved by Ms. Becker and seconded by Ms. Jones to defer action until next meeting. Motion carried.

c. Organizational Management Goal: Personnel

Outcome: Patrons are served by a strong, flexible organization

Action Plan: Revise position descriptions of adult and youth services staff
Who: Darcy Mohr, Bob Margis
Timeline: March 15, 2018, revised job descriptions for adult services staff are presented to the library board for approval
It was moved by Ms. Becker and seconded by Mr. O'Connell to approve the revised job descriptions for adult services staff. Motion carried.

IX. Financial Statement

It was moved by Ms. Riekoff and seconded by Ms. Becker to approve the monthly Financial Statement. Motion carried.

X. Information

Engaging the Community Goal: Accessibility

Outcome: Patrons are welcomed into an inclusive environment

Action Plan: Provide staff training in inclusivity
Who: Jessica MacPhail and community partners
Timeline: April 28, 2017, All-staff meeting held with Kenosha Library System
Progress: December 8, 2017, all-staff meeting was held to discuss USA Today article: Racine is the 4th worst city for Black Americans to live in. Discussion will be ongoing.
December 19, 2017, YWCA series "Unlearning Racism" offered to any interested staff; six staff are attending.
January 10, 2018, Department of Public Instruction announced Inclusive Services Institute, to be held March 12-14, 2018 and August 12-14, 2018 in Madison, Wisconsin. Library Director Jessica MacPhail was accepted as one of the 16 participants.

Engaging the Community Goal: Facility

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

a) 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 follow-up 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.
December 15, 2017, Canine Detection & Inspection Services conducted follow-up, no bed bugs found. Quarterly inspections will be scheduled.
January 30, 2018, purchase of a heat treatment machine will allow immediate treatment to kill pests including bedbugs.
January 31, 2018, protocol revised as Nuisance Bug Protocol

b) 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; board approved forming an Ad-Hoc Community Library Planning Committee
December 21, 2017, library board names members to the committee:
James O'Hagan, Melissa Kaprelian-Becker, Angelina Cruz, M.T. Boyle, Bob Miller, and Mike Rosenbaum, along with others to be named later.

c) Action Plan: Develop a plan to increase outreach to the schools

Who: Jessica MacPhail, Bob Margis, Darcy Mohr, Rachel Zuffa

Timeline: August 16, 2018, a report will be presented to the library board by Rachel Zuffa, after attending a conference with Mr. O'Hagan on school-library partnerships: "LJ & SLJ Stronger Together: Building Literacy-Rich Communities."

d) Action Plan: Develop a Facilities Plan

Who: Jessica MacPhail

Timeline: To support the Building and Grounds Committee and the Ad-Hoc Library Planning Committee, develop a plan to include alternative facilities

Progress: March 15, 2018, a draft Facility Plan presented to library board

XI. Report of Upcoming continuing education opportunities for trustees:

- Wisconsin Association of Public Libraries Annual Conference, May 2-4, 2018, Country Springs Hotel & Conference Center, Pewaukee
- Wisconsin Library Association Annual Conference, October 23-26, 2018, Radisson La Crosse and La Crosse Convention Center

XII. Consent Agenda

- Minutes of the regular March 15, 2018 board meeting
- Vouchers and credit card purchases from previous two months
- Personnel Report: No report
- Dashboard report for previous two months

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

XIII. Items for the Next Agenda

- a. Committee Reports
- b. Road Map to 2020 quarterly report

XIV. Next regular meeting date is April 19, 2018

XV. Adjournment

At 5:55pm, Mr. O'Connell moved to adjourn. There being no further business, the meeting was adjourned.

Respectfully submitted,

Jessica MacPhail
Recording Secretary