

RACINE PUBLIC LIBRARY
BOARD OF TRUSTEES
April 19, 2018 at 4:30 pm
Emily Lee Room
MINUTES

The Racine Public Library Board of Trustees met on April 19, 2018 at 4:30pm at the Racine Public Library in the Emily Lee Room.

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

- I. Call to Order President O'Hagan called the meeting order at 4:35pm
- II. New Business
 - a. Engaging the Community Goal: Bookmobile

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

Action Plan: Extend bookmobile hours in Sturtevant from two hours per week to four hours per week, for a trial period beginning in September, 2017.

Who: Bookmobile staff

Timeline: By August 1, 2017, new schedule will be developed; report will be presented to library board after six months of the new schedule (April 19, 2018)

Progress: July 1, 2017, survey of residents conducted to determine most convenient place and time for new hours

July 20, 2017, draft schedule presented to library board for approval; staff directed to explore serving students near Knapp School

August 17, 2017, revised schedule approved by library board:

Bookmobile Winter Schedule Changes:

Wednesday's stops

From behind Bendsten's Bakery at 10:30 am to 11:30am
to Knapp School at 10:30 am to 11:30 am

From Graceland Gardens at 1:00 pm to 2:00 pm
to the new Renaissance School location at 1510 Villa Street

Monday's stops

From Lee's Hardware 5:30 pm to 6:30 pm and Georgetown from 6:45 pm to 7:45 pm

to Blain's Farm and Fleet 5:30 pm to 7:30 pm

September 21, 2017, new contract with Blain's Farm and Fleet approved by library board

GOAL ONGOING.

Action Plan: Evaluate all bookmobile stops for usage and geographic location

Who: Bob Margis and Bookmobile staff

Timeline: April 19, 2018, a report will be presented to the library board (to be presented at the meeting)

It was moved by Ms. Becker and seconded by Ms. Cruz to approve the changes to the Bookmobile Summer 2018 Schedule. Motion carried.

III. Public comment – no public comments.

IV. At 4:45pm it was moved by Ms. Jones and seconded by Ms. Cruz 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 5:05pm, it was moved by Ms. Becker and seconded by Ms. Jones to come out of closed session. Motion carried.

V. Discussion of the Future of the Library

a. Road Map to 2020 Quarterly Report - no discussion

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 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. Riehoff, 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.

March 15, 2018, carpet selection approved by library board.

Outcome: Young patrons have a safe and engaging space for early learning activities

Action Plan: reorganize youth services to provide youth with better access to an engaging destination;
preschool activity area, computer congestion solved, declutter, collections changing; engage early
literacy community partners

Who: Darcy Mohr (and Youth Services Staff)

Timeline: Staff committee recommendations completed and documented, ready for the architect.

Progress: February 17, 2016, received updated bid from LFI for picture book bins
April 20, 2016, information shared with architects – GOAL NOT MET, TRANSFERRED TO
“FACILITY” GOAL.

Action Plan: Create early learning space during recarpeting project.

Who: Youth Services staff

Progress: March 26, 2018, plan created:

1. Create one large work space for 4 librarians by taking down the 2 walls that divide the 3 rooms that
are currently there. Their dream work space would include new desks, a sink, and lockers or cabinets for
the substitute librarians to put their purses and a spot for the subs to hang up their coats. One librarian
would like cubicle walls; the others are fine with open space between them. They don't want this space
to be used as a common way for other staff to walk through on their way from the circulation
department to the children's department, but that could be accomplished by locking doors.

2. New furniture for the children's department, including tables and chairs. If there are lounge chairs,
they ask that they are not fabric, but some sort of vinyl or other washable material. They would be very
open to the idea of putting the computers on tables (both PACs and Internet) and getting rid of the PAC
carrels and the counters that have the Internet computers on them. They don't necessary need all of the
computers grouped together in one space, but at least visible from the reference desk.

3. Activity/play area - it would be nice to have some wall activities. If we put the Internet computers on
tables, maybe that computer area could be a play space, or any other space you think would work.

4. Picture Book Shelving - but no bins. They've decided they don't want to go with picture book bins, but
if there is money, they would like to see lower kid-friendly shelving for the picture books and easy
readers.

5. If there is any room in the budget at all, we could really use new blinds. The ones we have are 28
years old and they are a mess.

April 17, 2018, bid presented to Building & Grounds Committee from Product:
Architecture + Design

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; 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. Representation will be reviewed after the April 3, 2018, election.

April 17, 2018, 4:30pm, Building and Grounds Committee will meet.

GOAL ONGOING.

It was moved by Ms. Becker and seconded by Ms. Jones to accept the minutes of the April 17, 2018 Building and Grounds Committee meeting, as amended. Motion carried.

VII. Old Business

a. Organizational Management Goal: Budgeting

Outcome: Patrons are served by a strong, flexible organization

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; tabled until April 19, 2018 meeting

It was moved by Ms. Becker and seconded by Ms. Woods to approve the Per Mar Security Services contract renewal, from March 1, 2018 to March 1, 2019. Motion carried.

b. Engaging the Community Goal: Programming

Outcome: Patrons have help with technology

Action Plan: Technology Team develops a plan of service to meet the needs of the public

Who: Technology Team

Timeline: By June 30, 2018, a plan of service is developed and implemented

April 19, 2018, Tech Help Rules and Regulations presented to library board for approval

It was moved by Ms. Cruz and seconded by Ms. Jones to approve the Technology Assistance Rules and Regulations. Motion carried.

c. Organizational Management Goal: Budgeting

Outcome: Patrons are served by a strong, flexible organization

Action Plan: Review library cleaning contract regularly

Who: Dan Schultz

Timeline: April 19, 2018, present contract renewal with Cleanco to library board

It was moved by Ms. Becker and seconded by Ms. Jones to approve the Cleanco contract renewal effective May 1, 2018. Motion carried.

VIII. Financial Statement

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

IX. Information

a. Community Value Goal: Collaboration

Outcome: Patrons benefit from RPL's participation in state and national projects

Action Plan: Racine Public Library participates in the state's Public Library System Redesign project

Who: Director and library staff

Timeline: The multi-year process began in 2016, anticipates delivering recommendations to the Department of Public Instruction in Fall, 2018

Progress: Early April, 2018 through April 23, 2018, public comment period is open on workgroup recommendations

b. Engaging the Community Goal: Facility

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

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.

March 23, 2018, quarterly screening by canine resulted in no alerts.
GOAL ONGOING.

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, 2018, 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; this was canceled.

March 27, 2018, new date for focus group interviews; this was also canceled, phone interviews will take place instead.

March 14-20, 2018, survey of users whose library cards were about to expire was conducted.

GOAL ONGOING.

- X. 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
 - PLA 2020 Conference, February 25–29, 2020 in Nashville, Tenn.
 - PLA 2022 Conference, March 22–26, 2022 in Portland, Ore.
- XI. Consent Agenda
- Minutes of the regular March 15, 2018 board meeting
 - Vouchers and credit card purchases from previous month
 - Personnel Report: No report
 - Dashboard report for previous month
- XII. Items for the Next Agenda
- a. Committee Reports
 - b. Road Map to 2020
 - c. Youth Board
- XIII. Next regular meeting date is May 17, 2018

XIV. Adjournment

At 5:26pm, Ms. Becker moved to adjourn. There being no further business, the meeting was adjourned.

Respectfully submitted,

Jessica MacPhail
Recording Secretary