

RACINE PUBLIC LIBRARY
BOARD OF TRUSTEES
January 18, 2018 at 4:30 pm
Emily Lee Room
AGENDA

- I. Call to Order
- II. The meeting will 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.
- III. Public Comment
- IV. Discussion of the Future of the Library
 - a. Road Map to 2020 – Goals Met for 2017 (enclosure 1), new Goals for 2018 (enclosure 2)
- V. 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 meets to set potential meeting dates: January 25, 26, 30 and/or Feb 1, 8 after 10:30am

VI. 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; 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 is needed from Mount Pleasant and Caledonia.

VII. New 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, library board considers extension request (enclosure 3).

b. Engaging the Community Goal: Policies

Outcome: Patrons, board and staff are protected by policies that are inclusive and respectful

Action Plan: Policies will be reviewed for inclusivity and respect; actions taken as a result of following the policies will be reviewed for inclusivity and respect; Community Inclusivity Team will be created

Who: Jessica MacPhail (and Inclusivity Team)

Timeline: By September 1, 2017, an Inclusivity Team will be in place; by December 1, 2017 all current policies will be reviewed by Inclusivity Team

Progress: PLA program suggested using "Customer Promise" instead of Rules; team will be asked to review policies for inclusivity and respect from the patron's point of view.

April 26, 2016, managers reviewed Patron Behavior Policy

May 18, 2016, managers review Customer Promise (renamed from Patron Behavior Policy), needs more work; Jessica will recruit team members

June 30, 2016, Jessica sent drafts to a team member for review

September 15, 2016, reviewed with managers

December 31, 2016, still reviewing

July 20, 2017, policy on Inclusivity approved by library board

January 18, 2018, revised policies presented to library board:

Customer Promise (Patron Behavior) and Rules for Library Use (enclosure 4)

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, 2018, policies more than five years old will be reviewed and updated if necessary

Progress: January 18, 2018, the following revised policies presented to the library board (enclosure 5):

Library Equipment Rules and Regulations

Homebound Service

Laptop Use and Rules and Regulations

Safe Child Policy

New policy presented to the library board (enclosure 6):

Outreach Programming, Adult

Current policies reviewed but requiring no revision (enclosure 7):

Equipment Use Policy

Internet Access Acceptable Use and Rules and Regulations

Gift and Donor Recognition

Racine History Room Rules and Regulations

c. Organizational Management Goals

Outcome: Patrons are served by a strong, flexible organization

Budgeting

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 requested to decide on the placement of the bequest (enclosure 8).

Action Plan: Purchase eBooks in 2018 using funds from Library Materials Fund

Who: Jessica MacPhail, Darcy Mohr

Timeline: January 18, 2018, request 2018 distribution of \$17,200 from Library Materials Fund using Unitrust distribution method (enclosure 9)

Facility

Action Plan: Replace current lamps with more energy efficient lamps
Who: City electrician, Mike Monday
Timeline: January 18, 2018, request permission to spend \$3,134 to replace current lamps with LED lamps (enclosure 10)

Training

Action Plan: Provide staff training to improve customer service skills, increase team-building capacity, and develop employee empowerment
Who: CVMIC (Cities and Villages Mutual Insurance Company), City HR Department
Progress: December 20, 2017, CVMIC provided training on Customer Service and Team Building in two sessions
January 18, 2018, permission requested to close the library on January 22, 2018 for an all-staff follow-up training on Employee Empowerment.

d. Financial Statement (enclosure 11)

VIII. Information

a.

IX. Report of Upcoming continuing education opportunities for trustees:

- Wisconsin Library Legislative Day, February 20, 2017
- Public Library Association Conference, Philadelphia, March 20-24, 2018

X. Consent Agenda

- Minutes of the regular December 21, 2017 board meeting (enclosure 12)
- Vouchers and credit card purchases from previous month (enclosure 13)
- Personnel Report: No report
- Dashboard reports for November (revised) and December (enclosure 14)

XI. Items for the Next Agenda

- a. Committee Reports
- b. Road Map to 2020 – 2018

XII. Next regular meeting date is February 15, 2018

XIII. Adjournment

If you are disabled and have accessibility needs or need information interpreted for you, please call the Racine Public Library's Business Office at (262) 636-9170 at least 72 hours prior to the meeting.