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RACINE PUBLIC LIBRARY
BOARD OF TRUSTEES
March 15, 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 – new goals?
- 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 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.

VI. 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.

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.*

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 (enclosure 1)

VII. 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 (enclosure 2)

b. 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 (enclosure 3)

c. Organizational Management Goal: Budgeting

Outcome: Patrons are served by a strong, flexible organization

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 (enclosure 4).

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 (enclosure 5).

d. 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 (enclosure 6)

VIII. Financial Statement (enclosure 7)

IX. 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 (enclosure 8).

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 (enclosure 9)

X. Report of Upcoming continuing education opportunities for trustees:

- Public Library Association Conference, Philadelphia, March 20-24, 2018
- 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

XI. Consent Agenda

- Minutes of the regular January 18, 2018 board meeting and the February 1, 2018 and March 8, 2018 Building and Grounds Committee meetings; no quorum at the February 15, 2018 board meeting (enclosure 10)
- Vouchers and credit card purchases from previous two months (enclosure 11)
- Personnel Report: No report
- Dashboard report for previous two months (enclosure 12)

XII. Items for the Next Agenda

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

XIII. Next regular meeting date is April 19, 2018

XIV. 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.