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RACINE PUBLIC LIBRARY
BOARD OF TRUSTEES
ANNUAL MEETING
July 20, 2017 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 Quarterly Report (to be presented at the meeting)
- V. Election of new officers
 - a. Nominating Committee slate of candidates:
 - i. President, James O'Hagan
 - ii. Vice-President, Melissa Kaprelian-Becker
 - iii. Secretary, Mollie Jones
- VI. Committee Reports
 - a. Finance and Personnel Committee meeting of July 10, 2017
 - b. Road Map to 2020:

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 and June 21, 2017

Jenny Maurer will be a PR intern this summer.

VII. Old Business

a. Road Map to 2020

Outcome: Patrons easily find spaces to learn quietly and interact socially

Action Plan: remodel entire building for better use of space

Progress: July 20, 2017, update on possible alternatives

Outcome: Patrons able to use Mobile Library consistently; Mobile Library 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.

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

July 20, 2017, request approval of new schedule from library board (to be presented at the meeting)

July 20, 2017, request approval of term "Bookmobile" instead of "Mobile Library"

VIII. New Business

a. Road Map to 2020

Outcome: Patrons are welcomed into an inclusive environment

Action Plan: Provide staff training in inclusivity

Progress: **July 20, 2017, request approval of draft policy on Inclusiveness from library board (enclosure one)**

Outcome: Young patrons are introduced to books and reading, building a foundation of literacy

Action Plan: Youth Services staff meet to discuss storytimes, "Every Child Ready to Read," and learning literacy via play

Timeline: April 25, 2017, staff have offsite retreat

Progress: July 1, 2017, early literacy, storytimes, play in the library, and space reorganization were all discussed. Youth services librarians' work areas have been moved to Technical Services area. A survey is being conducted to learn patron preferences for fall storytimes.

Action Plan: Replace half-time adult librarian position with full-time youth services (30 hours) / adult services (10 hours) librarian, focusing on early literacy.

Timeline: **July 20, 2017, request approval of increased 20 hours per week from library board**

- b. Financial Statement from previous month (enclosure two)

IX. Information

a. Road Map to 2020

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

Action Plan: Funding provided by SCJ for replacement bookmobile

Progress: July 1, 2017, new bookmobile's outside design is being applied

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 October 1, 2017, 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 21, 2017, Dr. Latham will meet with the library board to discuss the survey

- b. RPL Foundation Board meets at 5:00pm Thursday, July 20, 2017; may join the library board meeting in progress
- c. Nonprofit Governance Quiz (enclosure three)

X. Report of Upcoming continuing education opportunities for trustees:

- WLA Trustee Training Week, webinars from noon to 1pm daily, August 21-25, 2017; visit: <http://www.wistrusteetraining.com>
- Wisconsin Library Association conference, Kalahari Resort & Convention Center, Wisconsin Dells, October 17-20, 2017
- UW-Parkside Nonprofit Leadership Conference, November 14, 2017
- Public Library Association Conference, Philadelphia, March 20-24, 2018

XI. Consent Agenda

- Minutes of the June 15, 2017 board meeting and July 10, 2017 Finance and Personnel Committee meeting (enclosure four)
- Vouchers and credit card purchases from previous month (enclosure five)
- Personnel Report:

- **New Hire PT:**
 - John Peyton - Desk Clerk I
 - Jared Lahti - Page
- **Terminations:** Katherine Peterson - Shelving Clerk I
- **Retired:** Janet Roth - Librarian II
- **Dashboard Report for the past month (enclosure six)**

- XII. Items for the Next Agenda**
- a. **Ad-Hoc Marketing Committee**
 - b. **Update on partnership project**
 - c. **Sturtevant Library Project**

- XIII. Next regular meeting date is August 17, 2017**

Reminder: the meeting scheduled for October 19, 2017 will be rescheduled for October 26, 2017 so as not to conflict with the Wisconsin Library Association conference.

- 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.