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RACINE PUBLIC LIBRARY
BOARD OF TRUSTEES
September 21, 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
- 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: 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

Jenny Maurer was a PR intern this summer.

8/17/2017, library board approved hiring a part-time Library Programs and Services Marketing Assistant for 20 hours per week; goal moved to Staff Expertise

- b. Engaging the Community Goal: Funding

Outcome: Patrons have positive experiences in a dynamic, participatory, people-focused, trusted organization that is adequately funded, during hours and at locations that are convenient to them

Action Plan: Patrons are served by library employees who are paid a fair wage

Timeline: 2016, City of Racine funded a salary study by Carlson Dettman

Progress: August 2, 2017, City Council approved salary structure and implementation of a salary study by Carlson Dettman for full-time employees.
August 17, 2017, library board approved compliance with the City's compensation plan for full-time employees, funded by carryover for 2017.
September 14, 2017, compensation plan for part-time employees based on the full-time plan presented to the Finance & Personnel Committee for approval

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

Timeline: 6/17/15, letter of intent signed with NorthTerra

Progress: 8/17/2017, 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.

VII. New Business

a. Engaging the Community Goal: Bookmobile

Outcome: Patrons able to use Mobile Library 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.

Progress: July 1, 2017, survey of residents is being 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 presented to library board for approval (enclosure 1)

b. Engaging the Community Goal: Collections

Outcome: Patrons have easy self-service checkout of all collections

Action Plan: Upgrade to RFID (Radio Frequency ID) to improve self-service for patrons, improve staff efficiencies, allow patrons to check out DVDs and items from other libraries.

Progress: September 21, 2017, request for RFID equipment in the amount of \$197,000 presented to library board for approval (enclosure 2)

c. Engaging the Community Goal: Funding

Outcome: Patrons have positive experiences in a dynamic, participatory, people-focused, trusted organization that is adequately funded, during hours and at locations that are convenient to them

Action Plan: Ensure that Lakeshores Library System Memorandum of Agreements are filed accurately and on time

Timeline: September 21, 2017, 2018 Memorandum of Agreement between Lakeshores Library System and Racine Public Library presented to the library board for approval (enclosure 3)

d. Financial Statement from previous month (enclosure 4)

VIII. Information

a. Engaging the Community Goal: Facility

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

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)

b. Engaging the Community Goal: Programming

Outcome: Patrons of all cultures are able to share experiences together in a safe, neutral space

Action Plan: Provide programming and resources in support of the traveling exhibit, "Crossing the Line: The Milwaukee Fair Housing Marches of 1967-1968"

Timeline: September 6, 2017 to September 21, 2017

Progress: Program with Reggie Jackson held September 12, 2017
September 7, 2017, Coming Together Racine / Racine Public Library Book Discussion group is discussing "*Root shock: how tearing up city neighborhoods hurts America, and what we can do about it,*" by Mindy Thompson Fullilove

- IX. Report of Upcoming continuing education opportunities for trustees:
 - Wisconsin Library Association conference, Kalahari Resort & Convention Center, Wisconsin Dells, October 17-20, 2017 (enclosure 5)
 - UW-Parkside Nonprofit Leadership Conference, November 14, 2017
 - Public Library Association Conference, Philadelphia, March 20-24, 2018

- X. Consent Agenda
 - Minutes of the August 17, 2017 board meeting (enclosure 6)
 - Vouchers and credit card purchases from previous month (enclosure 7)
 - Personnel Report:
 - Termination:
 - PT Danielle Poisl - Page
 - New Hire:
 - PT Darius Jamison - Shelving Clerk I
 - Dashboard Report for the past month (enclosure 8)

- XI. Items for the Next Agenda
 - a. Ad-Hoc Marketing Committee
 - b. Update on partnership project
 - c. Sturtevant Library Project
 - d. Process for evaluation of library director

- XII. Next regular meeting date is October 26, 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.

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.