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RACINE PUBLIC LIBRARY
BOARD OF TRUSTEES
November 16, 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; and to discuss the annual performance evaluation of the Library Director, pursuant to Wisconsin Statute 19.85(1) (c).

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
November 7, 2017, final interviews were held

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 (enclosure 1)

b. Board President names members of Finance and Personnel Committee

c. Evaluation of library director

VII. New Business

a. Update on Partnership Project

b. Engaging the Community Goal: Accessibility

Outcome: Patrons in school have access to library resources

Action Plan: Provide library materials to students and teachers

Who: Bob Margis, library staff

Timeline: **November 16, 2017, plan presented to library board (enclosure 2)**

c. Engaging the Community Goal: Bookmobile

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

Action Plan: Investigate programs, resources and services which might be provided from a second Bookmobile

Who: Bob Margis and Bookmobile Team

Timeline: By December 31, 2017, a plan for a second vehicle will be investigated

Progress: **November 16, 2017, plan presented to library board (enclosure 3)**

d. 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 approved by the Finance & Personnel Committee

October 26, 2017, 2018 budget approved by the library board

November 16, 2017, request position of LU-5, as approved by library board May 19, 2016, be classed at Grade H retroactive to September 3, 2017.

e. Engaging the Community Goal: Policies

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, 2017, policies more than five years old will be reviewed and updated if necessary

Progress: **November 16, 2017, revised Meeting Rooms policy presented to library board (enclosure 4)**

f. Financial Statement from previous month (enclosure 5)

VIII. Information

a. Engaging the Community Goal: Policies

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, 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 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

b. 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)

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 followup 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.

- IX. Report of Upcoming continuing education opportunities for trustees:
 - UW-Parkside Nonprofit Leadership Conference, November 14, 2017
 - Wisconsin Library Legislative Day, February 20, 2017
 - Public Library Association Conference, Philadelphia, March 20-24, 2018

- X. Consent Agenda
 - Minutes of the regular October 26, 2017 board meeting [no board members were present at the November 7, 2017 special meeting at Sturtevant Village Hall (enclosure 6)]
 - Vouchers and credit card purchases from previous month (enclosure 7)
 - Personnel Report:
 - New hires, PT - Lauren Mooney & John Olson - Pages
 - Dashboard Report for the past month (enclosure 8)

- XI. Items for the Next Agenda
 - a. Ad-Hoc Marketing Committee
 - b. Update on partnership project

- XII. Next regular meeting date is December 21, 2017

- XIII. Adjournment

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