

RACINE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
December 21, 2017 at 4:30 pm
Emily Lee Room
MINUTES

The Racine Public Library Board of Trustees met on December 21, 2017 at 4:30 PM at the Racine Public Library in the Emily Lee Room.

Board members Angelina Cruz, Mollie Jones, Melissa Kaprelian-Becker, James O’Hagan, and Michele Woods were present. Board members Carole Johnson, Brian O’Connell, Sandra Riekoff and Chris Terry were excused. Board member Ahmad Qawi was absent. Business Manager Dan Schultz and Library Director Jessica MacPhail were present. Tom Karkow from WRJN was also present.

At 4:35 PM, President O’Hagan called the meeting to order. At 4:35 PM it was moved by Ms. Kaprelian-Becker and seconded by Ms. Jones to 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. Motion carried on a roll call vote. At 4:45 PM it was moved by Ms. Kaprelian-Becker and seconded by Ms. Cruz to come out of closed session. Motion carried.

No public wished to comment.

Discussion of the Future of the Library

- Road Map to 2020

Visioning a Greater Racine, a Racine-based group working on community planning, held a visioning session with library staff. The top five goals for Racine in 2030 are: jobs (lower unemployment), education (choices in education, close the achievement gap, positive image of Racine Unified School District), healthcare (better access), safety (crime free neighborhoods, affordable housing) and technology (technologically proficient population, technology training for job opportunities). The library’s programs, resources and services address all these goals, as much as possible. The final goals for the community were released in October, 2017:

EDUCATION & YOUTH: Our community will have access to outstanding educational opportunities, both public and private. We will be a community where every child is loved and prepared to succeed.

CULTURE & RECREATION: Our community will be a cultural hub with a vibrant arts scene; expanded recreational facilities and opportunities; and a coastal destination for national and regional visitors.

- **World class library**

HEALTHY PRODUCTIVE LIVES: Our community will provide affordable and accessible human services.

REVITALIZATION: Our community will promote commercial and residential development by supporting revitalization of key neighborhoods.

THRIVING ECONOMY: Our community will have a thriving 21st Century economy with a diverse economic base that retains and attracts people to both live and work here.

MODEL OF ENVIRONMENTAL SUSTAINABILITY: Our community becomes a model for practices and policies that protect and enhance natural resources.

SOCIAL JUSTICE: Our community will have a dynamic culture of equity, justice, and respect featuring safe neighborhoods; opportunities for people to move out of poverty; well-maintained housing for a variety of income levels; & access to nutritious food.

DIVERSE & COLLABORATIVE LEADERSHIP: Our community promotes resilient, diverse, collaborative leadership across Municipalities, Business, Education, Non-Profit, and Faith-Based organizations.

TRANSPORTATION: Our community features a variety of local and regional transportation options that connect people to opportunities.

PRIDE & POSITIVE SELF-IMAGE: Our Community exhibits a positive self-image and confidence in the future.

VIBRANT ATMOSPHERE FOR YOUNG ADULTS: Our community will be an exciting location for young adults offering a climate that attract them to live, work, and play here.

Committee Reports

Engaging the Community Goal: Facility

Outcome: Patrons easily find spaces to learn quietly and interact socially as a result of the new Facility Plan

- a. 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. Marketing intern will be here for the summer.

July 20, 2017, library board requested proposal for PR person – moved to Staff Expertise goal

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

October 26, 2017, interviews scheduled for November 1 and November 7, 2017.

December 5, 2017, Julia Heiser's first day. GOAL MET.

It was moved by Ms. Kaprelian-Becker and seconded by Ms. Cruz to dissolve the Ad-Hoc Marketing Committee, the goal being met. Motion carried.

- b. Action Plan: Remodel entire building for better use of space; City CIP funds approved to replace first floor carpeting and entrance in 2016/2017

Who: Jessica MacPhail; Building and Grounds Committee; Library Foundation

Timeline: By December 31, 2017, plan will be developed.

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, review bid from Product: Architecture + Design.

It was moved by Ms. Kaprelian-Becker and seconded by M. Woods to approve the bid from Product: Architecture+Design: \$3,500 for programming and plans for existing 2 level building, and \$6,000 for design and bid for new carpeting. Motion carried.

Old Business

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

The following people were named to the Ad-Hoc Community Library Planning 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.

New Business

- a. Update on Partnership Project: no report
- b. Dashboard Report for the past month: add Wi-Fi Hotspot checkouts
- c. 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: December 21, 2017, Library Employee Handbook revision presented for board approval regarding vacation leave.

It was moved by Ms. Kaprelian-Becker and seconded by Ms. Cruz to approve the revisions to the Employee Handbook. Motion carried.

- d. It was moved by Ms. Kaprelian-Becker and seconded by Ms. Jones to approve the Financial Statement. Motion carried.

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; this was canceled and another one will be scheduled in 2018

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.

December 15, 2017, Canine Detection & Inspection Services follow-up visit found no evidence of bed bugs.

Report of Upcoming continuing education opportunities for trustees:

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

Consent Agenda

It was moved by Ms. Kaprelian-Becker and seconded by Ms. Cruz to approve the Consent Agenda:

- Minutes of the regular November 16, 2017 board meeting
- Vouchers and credit card purchases from previous month
- Personnel Report:
- New Hires:
Allison Michalek - FT - Librarian
Julia Heiser - PT - Program & Services Marketing Asst

Items for the Next Agenda

- Committee Reports
- Road Map to 2020 – Goals Met for 2017, new goals for 2018
- Close the library for staff training on January 22, 2018
- Request from Racine author to purchase archival collection

Next regular meeting date is January 18, 2018

At 5:05 PM, it was moved by Ms. Kaprelian-Becker to adjourn. There being no other business, the meeting was adjourned.

Respectfully submitted,

Jessica MacPhail
Recording Secretary