

RACINE PUBLIC LIBRARY
BOARD OF TRUSTEES' MEETING
MINUTES
September 16, 2016

A regular monthly meeting of the Racine Public Library Board of Trustees was held on September 15, 2016, at 4:30 PM at the Racine Public Library in the Emily Lee Room.

Board members Mollie Jones, Melissa Kaprelian-Becker, Brian O'Connell, James O'Hagan, Ahmad Qawi and Sandra Riekoff were present. Board members Carole Johnson, Chris Terry and Michele Woods were excused. Business Manager Dan Schultz and Library Director Jessica MacPhail were also present. Staff members Melissa Donaldson, Rebecca Leannah and Terrence Woods were present, and reporter Mark Feldmann from the Journal Times.

President Kaprelian-Becker called the meeting to order at 4:30 PM.

No public wished to comment.

Discussion of the future of the library:

Ms. Donaldson and Mr. Woods demonstrated the new library website. It was noted that the new website can be easily viewed on mobile devices; it was colorful and smooth to navigate; the "my account" feature, the most used by patrons, was at the top of the list; the calendar of events can be viewed as a scroll and as a static calendar; online resources are on the front page.

By consensus, the agenda was modified to allow a presentation by Rebecca Leannah on the proposal to purchase a large high-tech scanner for archival materials, Goal II-E, Scanner \$30,000, tabled from July 21, 2016 meeting. After discussion, it was moved by Mr. O'Hagan and seconded by Mr. O'Connell to approve negotiating purchase of the scanner for up to \$30,000, from the Boernke Fund. Motion carried.

Ms. Riekoff reported on the Feasibility Study Committee. Community leaders are being contacted to schedule interviews with Karen Rose of Library Strategies during the first week of October. A full report will be presented to the Library Foundation on October 13, 2016 at 5:00 PM.

No action was taken.

Committee Reports

1. Finance and Personnel Committee minutes from August 11, 2016 meeting: it was moved by Mr. O'Hagan and seconded by Mr. Qawi to receive and file. Motion carried.
2. Ad-Hoc Building and Grounds Committee minutes from August 11, 2016 meeting: Ms. Riekoff presented information on the additional cost estimate requested from the architects, which included a meeting room on the second floor. It was moved by Mr. O'Hagan and seconded by Mr. Qawi to receive and file. Motion carried.

New Business

Road Map to 2020 items:

1. Goal II-A, Funding, 2017 Budget: it was moved by Ms. Riekoff and seconded by Mr. O'Hagan to approve the 2017 Budget as presented. Motion carried.
2. Goal II-A, Funding, 2017 Resource Library Agreement: it was moved by Ms. Riekoff and seconded by Mr. O'Hagan to approve the 2017 Resource Library Agreement. Motion carried.
3. Goal II-A, Funding, request from Feil Estate: it was moved by Ms. Riekoff and seconded by Mr. O'Connell to approve moving funds from the Feil Estate for the purposes provided. Motion carried.
4. Goal VII-B, Policies up-to-date: it was moved by Mr. O'Hagan and seconded by Mr. O'Connell to approve the following amended policies, to void the "Online Classes" policy (due to Gale Courses now being available to everyone in Racine and Walworth County), and to present the amended bylaws in October. Motion carried.
 1. Collection Development Policy
 2. Meeting Rooms Policy; Rules and Regulations
 3. Online Classes
 4. Outreach Programming Policy, Youth Services Department
 5. Proctoring Exams
 6. Programming Policy
 7. Public Bulletin Boards Use Policy
 8. Racine History Room Policy; Rules and Regulations
 9. Small Group Study Rooms Policy; Rules and Regulations
 10. Bylaws review

It was moved by Ms. Riekoff and seconded by Mr. Qawi to convene in closed session at 5:45 PM to discuss a real estate transaction and pursuant to Wisconsin Statute 19.85(1)(c). Motion carried on a roll call vote.

It was moved by Mr. O'Connell and seconded by Mr. O'Hagan to come out of closed session at 6:15 PM. Motion carried.

It was moved by Mr. O'Hagan and seconded by Ms. Jones to table action on a possible second facility until October. Motion carried.

It was moved by Ms. Riekoff and seconded by Mr. Qawi to extend the existing Contract to Purchase until February, 2018, and to include the cost of mowing the grass. Motion carried.

Old Business

1. Vacancies on library board were discussed. No action was taken.
2. Goal IX-I, Subscribe to cable TV for trial period, \$58.50/month plus \$1500 for two TVs, tabled from July 21, 2016 meeting: tabled by consensus, the board requested a more targeted proposal for the October meeting.
3. Goal X-C3, Communication, recommend subscription to Constant Contact, \$45/month, tabled from July 21, 2016 meeting: it was moved by Ms. Riekoff and seconded by Mr. O'Connell to subscribe to Constant Contact, Professional Version. Motion carried.

Information

Road Map to 2020

1. Goal IV-C, Summer Reading Program survey completed
2. Report from Library Foundation
3. Revised cost studies from architects
4. Report of Upcoming continuing education opportunities for trustees:
 - a. Free "Short Takes for Trustees" videos through December 31, 2016
 - b. Wisconsin Public Library Association Conference, October 25-28, 2016, Potawatomi Casino & Hotel, Milwaukee, registration now open
 - c. Public Library Association Conference, Philadelphia, March 20-24, **2018**

Consent Agenda

It was moved by Mr. O'Hagan and seconded by Ms. Jones that the following items be approved:

1. Minutes of the July 21, 2016 board meeting – no meeting in August (enclosure 23)
2. Financial Statement (enclosure 24)
3. Vouchers and credit card purchases from previous two months (enclosure 25)
4. Personnel Report:
 1. New Hires PT:
 - a. Alyssa Bates
 - b. Jessica Washington

2. Terminations PT:
 - c. Karen Perez-Castillo
 - d. Estreya Vasquez
 - e. Dyshyah Hunter
5. Dashboard Report for the past two months (enclosure 26)

Motion carried.

Items for the Next Agenda

1. Road Map update

Next regular meeting date was changed to October 13, 2016 at 4:00 PM.

Having no further business to conduct, the meeting adjourned at 6:30 PM.

Respectfully submitted,

Jessica MacPhail
Recording Secretary