

RACINE PUBLIC LIBRARY  
BOARD OF TRUSTEES' MEETING  
MINUTES  
August 17, 2017

The Racine Public Library Board of Trustees met on August 17, 2017 at 4:30 PM at the Racine Public Library in the Emily Lee Room.

Board members Carole Johnson, Mollie Jones, Brian O'Connell, James O'Hagan, Ahmad Qawi, Sandra Riekoff and Michelle Woods were present. Board members Angelina Cruz, Melissa Kaprelian-Becker, and Chris Terry were excused. Business Manager Dan Schultz and Library Director Jessica MacPhail were present. Judy Wilson, Linda Busha and Rose Woodruff, all from Sturtevant, were present. Tom Karkow from WRJN was present.

President O'Hagan called the meeting to order at 4:31 PM. No closed session was necessary.

No public wished to comment.

**Discussion of the future of the library:**

The following was added to the Road Map to 2020:

**United Way of Racine County Community Conversations: Report on Race, Equity, & Inclusion in Racine County**

**Aspirations:**

- Acknowledgement across the community that racial inequality exists, allowing the community to address systemic racism
- Acceptance and understanding of racial differences
- Collaboration and integration across racial lines in neighborhoods to work towards a common goal

**Solutions:**

- Public forums to discuss racial inequality and create solutions
- Create educational opportunities to help individuals learn the challenges associated with racism and inequities and educate individuals on cultural differences to better understand one another
- Create opportunities to bring diverse groups of people together to create long-lasting community change

## **UNESCO (United Nations Educational, Scientific and Cultural Organization) Sustainable Development Goals (SDG's) for 2030**

Sustainable Development Goal 5: *Achieve gender equality and empower all women and girls*

Target 5.b: Enhance the use of enabling technology, in particular information and communications technology, to promote the empowerment of women

Sustainable Development Goal 9: *Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation*

Target 9.c: Significantly increase access to information and communications technology and strive to provide universal and affordable access to the Internet in least developed countries by 2020

Sustainable Development Goal 11: *Make cities and human settlements inclusive, safe, resilient and sustainable*

Target 11.4: Strengthen efforts to protect and safeguard the world's cultural and natural heritage

Sustainable Development Goal 16: *Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels:*

Target 16.10: Ensure public access to information and protect fundamental freedoms, in accordance with national legislation and international agreements.

Sustainable Development Goal 17: *Strengthen the means of implementation and revitalize the global partnership for sustainable development*

Target 17.8, Technology: Fully operationalize the technology bank and science, technology and innovation capacity-building mechanism for least developed countries by 2017 and enhance the use of enabling technology, in particular information and communications technology

### **Committee Reports**

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

Chris Terry held meetings on March 15, 2017, April 12, 2017 and May 17, 2017. An old version of a library marketing plan from 2003 was found and will be worked on. A PR intern will be working at the library for three months, Jenny Maurer. Another meeting date is being set.

August 10, 2017, new outcome:

**Outcome: Patrons learn about programs, resources and services in a timely manner**

Action Plan: Hire a part-time Library Programs and Services Marketing Assistant, LU-2, \$11.07 per hour, 2017 total cost for 2017 \$4307.67; funds to come from Carryover. Ms. Johnson moved and Ms. Riekoff seconded a motion to hire a part-time Library Programs and Services Marketing Assistant, LU-2. Motion carried.

## Old Business

Road Map to 2020

**Outcome:** Patrons able to use Bookmobile 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.

Mr. O'Connell moved and Ms. Jones seconded a motion to approve the revised schedule:

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

Motion carried.

## New Business

Road Map to 2020

**Outcome:** Patrons are welcomed into an inclusive environment

Action Plan: Provide staff training in inclusivity

Ms. Riekoff moved, and Ms. Johnson seconded, approval of "Equity, Diversity, Inclusion: An Interpretation of the Library Bill of Rights (approved by the American Library Association June 27, 2017).

Motion carried.

Ms. Riekoff moved, and Mr. Qawi seconded, approval of the draft policy on hiring, pending the City Attorney's review. Motion carried.

**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

Ms. Johnson moved, and Mr. Qawi seconded, authorization of President O'Hagan to verify escrow account balance and sign on behalf of the library board an extension to February 1, 2019 of the contract with NorthTerra. Motion carried.

**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

Progress: 8/2/2017, City Council approved salary structure and implementation of a salary study by Carlson Dettman for full-time employees.

Mr. O'Connell moved, and Ms. Riekoff seconded, that the library board comply with the City's compensation plan for full-time employees, funded by carryover for 2017. Motion carried.

Ms. Riekoff moved, and Ms. Johnson seconded, approval of the Financial Statement from the previous month. Motion carried.

### Information

1. Road Map to 2020

**Outcome:** Patrons able to use the Bookmobile consistently; Bookmobile is in service regularly

Action Plan: Funding provided by SCJ for replacement bookmobile

Progress: **July 1, 2017, new bookmobile put into service August 1, 2017**

Action Plan: Partner with other organizations to provide programming

Progress: **Programs were held August 10, 2017 (Shorecrest) and August 15, 2017 (Sturtevant, South Park)**

**Outcome:** Patrons are able to access library resources from convenient locations

Action Plan: Investigate possible branch library in Sturtevant

Progress: 8/10/2017, RPL Foundation board approved a request to fund a Market Study of a Sturtevant location

Report of Upcoming continuing education opportunities for trustees:

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

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.

### Consent Agenda

Ms. Johnson moved to approve, and Ms. Jones seconded, the consent agenda:

- Minutes of the July 20, 2017 board meeting
- Vouchers and credit card purchases from previous month
- Personnel Report:
  - Terminations PT:
    - Stephanie Price - Page
    - Jeffery Blake - Page
- Dashboard Report for the past month

Motion carried.

#### Items for the Next Agenda

1. 2018 budget request to City of Racine
2. Ad-Hoc Marketing Committee
3. Update on partnership project
4. Sturtevant Library Project timeline
5. Report on escrow funds

President O'Hagan reminded board members that if they cannot attend a meeting, they must inform either himself or the Director. According to the bylaws, "A member who misses three consecutive meetings without requesting permission to be excused at least 24 hours before each meeting shall be considered to have resigned and the position shall be deemed vacant."

Mr. O'Connell moved to adjourn. There being no objections, Mr. O'Hagan adjourned the meeting at 5:05 PM.

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.

Next regular meeting date is September 21, 2017 at 4:30 PM.

Respectfully submitted,

Jessica MacPhail  
Recording Secretary