

RACINE PUBLIC LIBRARY
BOARD OF TRUSTEES' MEETING
MINUTES
July 20, 2017

The annual meeting of the Racine Public Library Board of Trustees was held on July 20, 2017 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 and Chris Terry were present. Board members Angelina Cruz, Carole Johnson, Ahmad Qawi, Sandra Riekoff and Michele Woods were excused. Business Manager Dan Schultz and Library Director Jessica MacPhail were present. Staff member Nick Demske was present. RPL Foundation Board member Don Cress was present.

President Kaprelian-Becker called the meeting to order at 4:33 PM. It was moved by Mr. O'Connell and seconded by Mr. Terry to convene in closed session at 4:35 PM, 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 4:37 PM, it was moved by Mr. O'Hagan and seconded by Mr. O'Connell to come out of closed session. No action was taken.

No public wished to comment.

Discussion of the future of the library:

The July 1, 2017 quarterly report of the Road Map to 2020 was presented.

It was moved by Mr. O'Connell and seconded by Mr. Terry to approve the slate of officers as presented: President, James O'Hagan; Vice President, Melissa Kaprelian-Becker; Secretary, Mollie Jones. Motion carried.

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.

Old Business

a. Road Map to 2020

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

Action Plan: remodel entire building for better use of space

Progress: July 20, 2017, update on possible alternatives – no report.

Outcome: Patrons able to use Mobile Library consistently; Mobile Library 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 being conducted to determine most convenient place and time for new hours

It was moved by Ms. Kaprelian-Becker and seconded by Mr. O’Connell to defer approval of new schedule from library board until the August 17, 2017 board meeting, due to concerns about the location of the stops being eliminated. Motion carried.

It was moved by Ms. Kaprelian-Becker and seconded by Ms. Jones to approve the term “Bookmobile” instead of “Mobile Library.” Motion carried.

New Business

Road Map to 2020

Outcome: Patrons are welcomed into an inclusive environment

Action Plan: Provide staff training in inclusivity

It was moved by Ms. Kaprelian-Becker and seconded by Mr. O’Connell to approve the draft policy on Inclusive Services. Motion carried.

Outcome: Young patrons are introduced to books and reading, building a foundation of literacy

Action Plan: Youth Services staff meet to discuss storytimes, “Every Child Ready to Read,” and learning literacy via play

Timeline: April 25, 2017, staff have offsite retreat

Progress: July 1, 2017, early literacy, storytimes, play in the library, and space reorganization were all discussed. Youth services librarians’ work areas have been moved to Technical Services area. A survey is being conducted to learn patron preferences for fall storytimes.

Action Plan: Replace half-time adult librarian position with full-time youth services (30 hours) / adult services (10 hours) librarian, focusing on early literacy.

It was moved by Ms. Kaprelian-Becker and seconded by Mr. O'Connell to approve replacing the half-time adult librarian position with a full-time youth services (30 hours) / adult services (10 hours) librarian, focusing on early literacy. Motion carried.

It was moved by Ms. Kaprelian-Becker and seconded by Mr. Terry to approve the financial Statement from previous month.

Information

1. Road Map to 2020

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

Action Plan: Funding provided by SCJ for replacement bookmobile

Progress: **July 1, 2017, new bookmobile's outside design is being applied**

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 October 1, 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 21, 2017, Dr. Latham will meet with the library board to discuss the survey

2. RPL Foundation Board meets at 5:00pm Thursday, July 20, 2017; Don Cress joined the library board meeting in progress
3. Nonprofit Governance Quiz
4. Report of Upcoming continuing education opportunities for trustees:
 1. WLA Trustee Training Week, webinars from noon to 1pm daily, August 21-25, 2017; visit: <http://www.wistrusteetraining.com>
 2. Wisconsin Library Association conference, Kalahari Resort & Convention Center, Wisconsin Dells, October 17-20, 2017
 3. UW-Parkside Nonprofit Leadership Conference, November 14, 2017
 4. 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

It was moved by Mr. O'Connell and seconded by Ms. Kaprelian-Becker to approve the consent agenda:

- Minutes of the June 15, 2017 board meeting
- Vouchers and credit card purchases from previous month
- Personnel Report:
 - New Hire PT:
 - John Peyton - Desk Clerk I
 - Jared Lahti - Page
 - Terminations: Katherine Peterson - Shelving Clerk I
 - Retired: Janet Roth - Librarian II

- Dashboard Report for the past month

Motion carried.

Items for the Next Agenda

- Ad-Hoc Marketing Committee
- Update on partnership project
- Status of Sturtevant Library project
- Bookmobile schedule
- Feasibility of hiring a PR person
- Schedule evaluation of Library Director

It was moved by Ms. Kaprelian-Becker to adjourn. There being no objections, Mr. O'Hagan adjourned the meeting at 5:25 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 August 17, 2017 at 4:30 PM.

Respectfully submitted,

Jessica MacPhail
Recording Secretary