

RACINE PUBLIC LIBRARY
BOARD OF TRUSTEES' MEETING
MINUTES
September 21, 2017

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

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

President O'Hagan called the meeting to order at 4:31 PM. Ms. Johnson moved and Mr. O'Connell seconded a motion 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 4:32 PM. At 4:46 PM, Ms. Johnson moved and Ms. Cruz seconded a motion to reconvene in open session. Motion carried.

No public wished to comment.

Discussion of the future of the library:

No report.

Committee Reports

Road Map to 2020:

- 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

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: 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. Chris Terry will be part of the interview team.

b) 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. Mr. Qawi moved, and Mr. O'Connell seconded, approval of the compensation plan for part-time employees, funded by carryover for 2017. Motion carried. Mr. Qawi moved, and Ms. Cruz seconded, approval of the part-time salary structure for 2018, based on the full-time plan. Motion carried.

Old Business

a) Engaging the Community Goal: Facility

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

Progress: 8/17/2017, request for extension to February 1, 2019 by NorthTerra approved by library board pending notification regarding the status of escrow funds. Robert Henzl confirmed that escrow funds in the amount of \$2,000 were deposited with Knight Barry Title in February, 2016; these have now been transferred to the library.

New Business

a) Engaging the Community Goal: Bookmobile

Outcome: Patrons able to use Mobile Library 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.

Progress: July 1, 2017, survey of residents is being conducted to determine most convenient place and time for new hours

July 20, 2017, draft schedule presented to library board for approval; staff directed to explore serving students near Knapp School

August 17, 2017, revised schedule approved by library board:

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

September 21, 2017, new contract with Blain's Farm and Fleet presented to library board for approval

Ms. Johnson moved, and Mr. O'Connell seconded, approval of the new contract. Motion carried.

b) Engaging the Community Goal: Collections

Outcome: Patrons have easy self-service checkout of all collections

Action Plan: Upgrade to RFID (Radio Frequency ID) to improve self-service for patrons, improve staff efficiencies, allow patrons to check out DVDs and items from other libraries.

Progress: September 21, 2017, request for RFID equipment in the amount of \$197,000 presented to library board for approval.

Ms. Riekoff moved, and Mr. O'Connell seconded, approval of the request, to come from CIP funds. Motion carried.

c) 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: Ensure that Lakeshores Library System Memorandum of Agreements are filed accurately and on time

Timeline: September 21, 2017, 2018 Memorandum of Agreement between Lakeshores Library System and Racine Public Library presented to the library board for approval

Ms. Johnson moved, and Mr. Quawi seconded, approval of both the 2018 Memorandum of Agreement and Racine Public Library, and the 2018 Resource Library Agreement. Motion carried.

d) Mr. Terry moved, and Ms. Johnson seconded, acceptance of the Financial Statement from previous month. Motion carried.

Information

a) 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)

b) Engaging the Community Goal: Programming

Outcome: Patrons of all cultures are able to share experiences together in a safe, neutral space

Action Plan: Provide programming and resources in support of the traveling exhibit, "Crossing the Line: The Milwaukee Fair Housing Marches of 1967-1968"

Timeline: September 6, 2017 to September 21, 2017

Progress: Program with Reggie Jackson held September 12, 2017

September 7, 2017, Coming Together Racine / Racine Public Library Book Discussion group is discussing "*Root shock: how tearing up city neighborhoods hurts America, and what we can do about it,*" by Mindy Thompson Fullilove

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

Mr. O'Connell moved, and Ms. Johnson seconded, approval of the consent agenda:

- Minutes of the August 17, 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. Process for evaluation of library director
6. Committee appointments
7. Approval of the minutes of the September 14, 2017 Finance and Personnel Committee

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 5:24 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 October 26, 2017 at 4:30 PM.

Respectfully submitted,

Jessica MacPhail
Recording Secretary