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RACINE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
May 17, 2018 at 4:30 pm  
Emily Lee Room  
AGENDA

- I. Call to Order
- II. The meeting will 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.
- III. Public Comment
- IV. Discussion of the Future of the Library
  - a. Road Map to 2020
- V. Old Business
- VI. New Business
- VII. Financial Statement (enclosure 1)
- VIII. Information
  - a. Engaging the Community Goal: Programming

**Outcome:** Middle school girls learn coding

**Action Plan:** RPL partners with Local schools to provide STEM program at the Schools.

**Who:** Rebecca Leannah, Melissa Donaldson, and Matt Jerke

**Timeline:** By June 30, 2018, staff will use "Girls Who Code" at Starbuck Middle School

**Progress:** The Club has been meeting since February 7. They will continue to meet until the girls finish their project or school ends whichever comes first. The team plans to do more clubs next school year.

May 17, 2018, presentation given to library board.

**Outcome:** Patrons of all ages participate in different types of programs to promote reading during the summer

Action Plan: Develop and conduct summer reading programs for all ages  
Who: Darcy Mohr and staff  
Timeline: Planning for the 2018 summer reading program is completed by March 31, 2018  
Progress: Planning is completed for 2018.  
May 17, 2018, presentation given to library board.  
GOAL MET.

b. Engaging the Community Goal: Accessibility

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

Action Plan: Provide staff training in racial equity and inclusion by December 31, 2018  
Who: Jessica MacPhail and community partners  
Timeline: April 28, 2017, All-staff meeting held with Kenosha Library System  
Progress: December 8, 2017, all-staff meeting was held to discuss USA Today article: Racine is the 4<sup>th</sup> worst city for Black Americans to live in. Discussion will be ongoing.  
December 19, 2017, YWCA series "Unlearning Racism" offered to any interested staff; six staff are attending.  
January 10, 2018, Department of Public Instruction announced Inclusive Services Institute, to be held March 12-14, 2018 and August 12-14, 2018 in Madison, Wisconsin. Library Director Jessica MacPhail was accepted as one of the 16 participants.  
March 12-14, 2018, first session was held.  
March 21, 2018, library director attended workshop "Transformation not trend: dismantling institutional racism in public libraries"  
May 2, 2018, draft staff training curriculum was created.

c. 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, 2018, 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.  
March 27, 2018, new date for focus group interviews; this was also canceled, phone interviews will take place instead.  
April, 2018, two survey instruments developed by Julia Heiser  
April 19, 2018, draft results from survey of non-users (patrons whose library cards were about to expire) presented to library board

May 17, 2018, results from both non-users and users presented to library board  
(enclosure 2a, non-users; 2b, users)  
GOAL ONGOING.

d. Engaging the Community Goal: Facility

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

**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 follow-up 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 conducted follow-up, no bed bugs found. Quarterly inspections will be scheduled.  
January 30, 2018, purchase of a heat treatment machine will allow immediate treatment to kill pests including bedbugs.  
January 31, 2018, protocol revised as Nuisance Bug Protocol.  
March 23, 2018, quarterly screening resulted in no alerts.  
May 9, 2018 screening resulted in no alerts.  
GOAL ONGOING.

e. Organizational Management Goal - Budgeting

**Outcome:** Patrons are served by a strong, flexible organization

**Action Plan:** Investigate other funding opportunities as they arise

**Who:** Jessica MacPhail and library staff

**Timeline:** Olympia Brown Unitarian Universalist Church named Racine Public Library as recipient of May, 2018 offering, to be used for Spanish language materials.

**Progress:** May 6, 2018, Jessica MacPhail and Anne Callaghan presented information to the congregation (enclosure 3)

f. Organizational Management Goal - Training

**Outcome: Patrons are served by a strong, flexible organization**

Action Plan: Provide library trustees training to keep up-to-date on library issues

Who: Library board

Progress: Report of upcoming continuing education opportunities for trustees provided at each library board meeting

PLA 2016 attended by Melissa Becker, Brian O'Connell, Sandra Riekoff

PLA 2018 attended by Melissa Becker, Brian O'Connell

May 17, 2018, Chapter 43, Library Laws, updated April 27, 2018, distributed to library board (enclosure 4)

- g. A recognition lunch shall be held every year to celebrate all staff celebrating five-year increments of library service; inaugural event is Friday, May 18, 2018 (Recognition Schedule, enclosure 5)
  
- IX. Report of Upcoming continuing education opportunities for trustees:
  - Wisconsin Library Association Annual Conference, October 23-26, 2018, Radisson La Crosse and La Crosse Convention Center
  
- X. Consent Agenda
  - Minutes of the regular April 19, 2018 board meeting (enclosure 6)
  - Vouchers and credit card purchases from previous month (enclosure 7)
  - Personnel Report: No report
  - Dashboard report for previous month (enclosure 8)
  
- XI. Items for the Next Agenda
  - a. Committee Reports
  - b. Road Map to 2020
  
- XII. Next regular meeting date is June 21, 2018
  
- XIII. Adjournment

If you are disabled and have accessibility needs or need information interpreted for you, please call the Racine Public Library's Business Office at (262) 636-9170 at least 72 hours prior to the meeting.