



75 Seventh Street
Racine, WI 53403-1201

administration: 262-636-9170
adult services: 262-636-9217
circulation services: 262-636-9241
youth services: 262-636-9245
fax: 262-636-9260
www.racinelibrary.info

RACINE PUBLIC LIBRARY
BOARD OF TRUSTEES
November 15, 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 – photo of library board members
 - a. Report by trustees on visits to East Branch and Villard Square Branch of the Milwaukee Public Library
 - b. Report by trustees on Lakeshores Library System Trustee Dinner
 - c. Grand Opening at 6pm of the renovated Youth Services Department
- V. 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

Who: Jessica MacPhail and library board

Timeline: 6/17/15, letter of intent signed with NorthTerra

Progress: August 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. Laura from City Hall did find a deposit of a \$2,000 check for the land option made in January. So they are paid up, now, with a possible additional \$2,000 coming in January of 2018 if they ask for another extension.

January 18, 2018, board approved tabling for one month pending legal question.

March 15, 2018, no action was taken.

July 19, 2018, memo from NorthTerra of June 20, 2018 presented to library board:
We are asking to further extend the contract under the same conditions and payment of \$2,000.00 until February 2020 in order to give us all some assurance that the system is fully operational to the standards of the Racine Water Utility and in full compliance of Mount Pleasant's intergovernmental agreement with the city. The board voted to deny this request.

August 16, 2018, Keith Haas, General Manager, Racine Water and Wastewater, requests permission to delineate wetlands on Newman Road property. They did a report 10 years ago and now they need another for some water main work along Newman Road. Library board approved his request.

October 18, 2018, NorthTerra requests an extension to November 1, 2019. Action tabled until November 15, 2015 library board meeting (enclosure 1)

VI. New Business

a. **Engaging the Community Goal - Accessibility**

Outcome: Patrons with differing abilities can easily use resources, programs and services

Action Plan: Racine Public Library will continue to be ADA-accessible

Who: Jessica MacPhail, Michael Monday, staff

Timeline: November 2, 2016, RPL is informed that public bathrooms may not meet ADA guidelines. Public bathrooms will be accessible by December 31, 2018

Progress: December 21, 2017, library board approved hiring Product: Architecture+Design to begin remodeling planning. Public bathroom accessibility will be included if funds are available.

November 15, 2018, request up to \$25,000 from the Josephine Mander Fund to make bathrooms accessible and create a gender-neutral bathroom to allow safety and privacy for families and people who are transgender.

b. Organizational Goal – Policies

Outcome: Patrons and staff are protected by policies which are up-to-date

Action Plan: Policies are reviewed regularly to keep current.

Who: Library Director and managers

Timeline: By December 31, 2018, policies more than three years old will be reviewed and updated if necessary

Progress: January 18, 2018, the following revised, new, and reviewed policies were approved by the library board:

Library Equipment Rules and Regulations

Homebound Service

Laptop Use and Rules and Regulations

Safe Child Policy
 Outreach Programming, Adult
 Equipment Use Policy
 Internet Access Acceptable Use and Rules and Regulations
 Gift and Donor Recognition
 Racine History Room Rules and Regulations
 August 16, 2018, library board approved Resolution of Compliance (2018-1) and
 Resolution of Representation (2018-2)
 September 20, 2018, library board approved the following updated policies:
 Furniture and Equipment Disposal Policy
 Policy on Naming of Library Buildings and Spaces
 Trust Fund Investment and Use Policy
 October 18, 2018, the following policy was removed by the library board as outdated:
 Equipment Use Waiver of Liability, 3-D Printers
 November 15, 2018, the following revised policy was presented to the library board:
 Laptop Use and Rules and Regulations (to be presented at the meeting)

c. Financial Statement (enclosure 2)

VII. Information

- a. City of Racine **Public Hearing** for 2019 budget is Thursday, November 8, 2018 at 6pm; budget adoption will be at a special meeting of the City Council on Tuesday, November 13, 2018 at 7pm
- b. Community Engagement 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, staff and community partners

Timeline: By December 31, 2018, a comprehensive plan of instruction will be developed and provided to each employee

Progress: April 28, 2017, All-staff meeting held with Kenosha Library System
 December 8, 2017, all-staff meeting was held to discuss USA Today article: Racine is the 4th 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. Classes scheduled for February 14, February 28, March 14, March 28, April 11, and May 2, 2018
 April 17, 2018, first meeting of potential staff team was held
 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 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.
 June 4, 2018, draft curriculum shared with colleagues who attended "Unlearning Racism" series
 June 7, 2018 draft curriculum shared with management
 June 21, 2018 draft curriculum presented to library board
 June 26, 2018, draft curriculum shared with Coming Together Racine educators
 July 19, 2018, the library board approved a request to open the library at 1pm instead of 11am on Friday, September 14, 2018, to be part of Kenosha Library all-staff training
 August 17, 2018, Jennifer Bias and Margaret Johnson presentation on Implicit Bias at all-staff meeting
 September 14, 2018, Ryan Down presentation to joint all-staff meeting with Kenosha Public Library on serving people who are homeless
 YWCA presents "Unlearning Racism" at Sienna Center again October 3, 17 & 31, November 14 & 28 and December 12; one staff member attending
 November 15, 2018, draft of "The Inclusive Services Assessment and Guide for Wisconsin Public Libraries" presented to library board (enclosure 3)
 GOAL ONGOING

VIII. Report of Upcoming continuing education opportunities for trustees:

- 2019:
 - Online Wild Wisconsin Winter Web Conference, January 23 and 24, 2019 – invitation will be sent when available
 - American Library Association Mid-Winter Meeting, January 25, 2019 - January 29, 2019, Seattle, WA
 - Wisconsin Association of Public Libraries Annual Conference, May 1-3, 2019, Holiday Inn and Central Wisconsin Convention + Expo Center, Rothschild
 - American Library Association Annual Conference, June 20-25, 2019, Washington, DC
 - Wisconsin Library Association Annual Conference, October 8-11, 2019, Kalahari Resort & Convention Center, Wisconsin Dells
- 2020:
 - Public Library Association Conference, February 25–29, 2020, Nashville, Tenn.
 - Wisconsin Association of Public Libraries Annual Conference, April 29-May 1, 2020, Best Western Premier Waterfront Hotel & Convention Center, Oshkosh
 - American Library Association Annual Conference, June 25-30, 2020, Chicago, IL
 - Wisconsin Library Association Annual Conference, October 27-30, 2020, Hyatt Regency & KI Convention Center, Green Bay
- 2021:
 - American Library Association Annual Conference, June 24-29, 2021, Chicago, IL
- 2022:
 - Public Library Association Conference, March 22–26, 2022, Portland, Ore.

- American Library Association Annual Conference, June 23-28, 2022, Washington, DC

IX. Consent Agenda

- Minutes of the regular October 18, 2018 board meeting (enclosure 4)
- Vouchers and credit card purchases from previous month (enclosure 5)
- Personnel Report:
 - Promotion to FT: Carrie Richmond - Librarian II
 - Promotion to FT: Tommy Malsack - Bookmobile Assistant
 - New Hire PT: Bobbi Dickkut - Desk Clerk II
- Dashboard report for previous month (enclosure 6)

X. Items for the Next Agenda

- a. 2019 budget update
- b. Teen Librarian update
- c. Adult fines update

XI. Next regular meeting date is December 20, 2018

XII. Adjournment

If you 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.