

RACINE PUBLIC LIBRARY
BOARD OF TRUSTEES
July 19, 2018 at 4:30 pm
Emily Lee Room
MINUTES

The Racine Public Library Board of Trustees met on July 19, 2018 at 4:30pm at the Racine Public Library in the Emily Lee Room.

Board members Tracy Austin, Marie Craig, Mollie Jones, Melissa Kaprelian, Brian O’Connell, James O’Hagan, Sandra Riekoff and Michele Woods were present. Board members Angelina Cruz, Ahmad Qawi, and Chris Terry were absent. Business Manager Dan Schultz and Library Director Jessica MacPhail were present. Also present were staff members Rachel Zuffa and Nick Demske.

- I. Call to Order – President O’Hagan called the meeting to order at 4:30pm
- II. Public Comment – no comments
- III. Election of new officers and committee appointments – tabled until the August 16, 2018 meeting.
- IV. Discussion of the Future of the Library
 - a. Presentation by Rachel Zuffa and James O’Hagan on workshop “Stronger Together” which they attended
 - b. Presentation by Ms. MacPhail on the new Wisconsin Standards. There are now three levels, or Tiers measuring library services. Racine Public Library meets only two standards towards being a Tier One library
 - c. Road Map to 2020, 2nd Quarter report (enclosure 2)
- V. Committee Reports – no reports
- VI. Old Business - none
- VII. New Business
 - a. 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 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.
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.
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
July 6, 2018, meeting held with Kenosha to plan joint staff anti-racism training, tentatively to be held September 14, 2018

Mr. O’Connell moved and Dr. Craig seconded approval to open at 1pm instead of 11am on September 14, 2018, to be part of Kenosha Library all-staff training. Motion carried.

b. Engaging the Community Goal: Bookmobile

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

Action Plan: Evaluate all bookmobile stops for usage and geographic location
Who: Bob Margis and Bookmobile staff
Progress: April 19, 2018, a report was presented to the library board and changes to the 2018 summer schedule were approved.
June 14, 2018, Bookmobile Celebration held at Shorecrest

Mr. O’Connell moved and Ms. Kaprelian seconded approval of the Fall Bookmobile schedule. Motion carried.

c. 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: *last night the Common Council approved the \$13M loan funding for the downstream water storage tank. This will, in effect, allow of the eventual lifting of the sewer moratorium that we've all been "patiently" waiting for. However, Mount Pleasant has stated that it cannot lift the moratorium until the new collection system is fully operational and tested which could be until July or August 2019.*

As you know, we currently have a contract in place with the library foundation to purchase the property. Our contract is in effect until February 2019. In communicating with Keith Haas this morning it appears that work has just begun by clearing the trees on the site to make room for the construction of the tank. 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.

Ms. Riekoff moved and Ms. Kaprelian seconded a motion to deny the request to extend the contract. Motion carried.

d. Financial Statement

Ms. Jones moved and Ms. Riekoff seconded acceptance of the Financial Statement. Motion carried.

VIII. Information

a. Engaging the Community Goal: Early Literacy

Outcome: Children receive free books

Action Plan: Work with "Books for Babies" organization to present books to new parents

Who: Keiko Skow

Timeline: By December 31, 2018, deliver 400 board books to Ascension Hospital

Progress: June 28, 2018, 400 board books delivered to Ascension, funded by Educator's Credit Union. 300 books in English, 100 books in Spanish; 80 Golden Books, 320 new books
2018 GOAL MET; activity continues for 2019, to include books for NICU babies

b. Organizational Management Goal: Budgeting

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; **\$808.15 was collected from the May, 2018** offering

IX. Report of Upcoming continuing education opportunities for trustees:

- 2018:
 - Wisconsin Trustee Training Week, August 13-17, 2018, <http://www.wistrusteetraining.com/>
 - Wisconsin Library Association Annual Conference, October 23-26, 2018, Radisson La Crosse and La Crosse Convention Center
- 2019:
 - Online [Wild Wisconsin Winter Web Conference](#), January 23 and 24, 2019 – invitation will be sent when available
 - 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

X. Consent Agenda

- Minutes of the regular June 21, 2018 board meeting and June 21, 2018 Finance and Personnel Committee meeting
- Vouchers and credit card purchases from previous month
- Personnel Report:
- Dashboard report for previous month

Mr. O'Connell moved and Ms. Kaprelian seconded approval of the Consent Agenda. Motion carried.

- XI. Items for the Next Agenda
 - a. Election of new officers and committee appointments
 - b. Presentation by Jessie Miller-Carpiaux on dementia-friendly programming
 - c. Position descriptions

- XII. Next regular meeting date is August 16, 2018

- XIII. Adjournment at 5:40pm

Jessica MacPhail
Recording Secretary