

RACINE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
June 21, 2018 at 4:30 pm  
Emily Lee Room  
MINUTES

The Racine Public Library Board of Trustees met on June 21, 2018 at 4:30pm at the Racine Public Library in the Emily Lee Room.

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

- I. Call to Order at 4:41pm by President O’Hagan.
- II. At 4:42pm, Ms. Becker moved and Ms. Austin 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 5:20pm, Ms. Kaprelian moved and Ms. Jones seconded a motion to come out of closed session. No action was taken.

- III. Public Comment – no comments.
- IV. Discussion of the Future of the Library
  - a. Road Map to 2020
    - i. The State of America’s Libraries 2018 report was distributed
    - ii. 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 and reviewed

June 21, 2018, Public Library System Redesign project update distributed to library board; two preliminary frameworks were reviewed, feedback was requested

V. Committee Reports

- a. Finance and Personnel Committee meeting of June 21, 2018 – minutes available next month

VI. Old Business

- a. Engaging the Community Goal: Bookmobile

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

Action Plan: Investigate programs, resources and services which might be provided from a second Bookmobile

Who: Bob Margis and Bookmobile Team

Timeline: By December 31, 2017, a plan for a second vehicle will be investigated

Progress: November 16, 2017, plan presented to library board

The board approved a motion to allow Michael Swendrowski of Specialty Service Vehicles to broker a sale of the old Mobile Library, and bring the sale price back to the library board for final approval.

May 17, 2018, the board accepted an offer of \$10,000 for the old Mobile Library. Offer was rescinded.

**It was moved by Ms. Becker and seconded by Ms. Riekoff to list bookmobile with the City's Purchasing Agent, Kathy Kasper, for sale at auction with a minimum price of \$10,000. Motion carried.**

VII. New Business

**It was moved by Ms. Riekoff and seconded by Ms. Becker to accept the Financial Statement. Motion carried.**

VIII. Information

- 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 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.

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.

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

July 4, 2018, Bookmobile will be in Fourth of July Parade

c. Engaging the Community Goal: Facility

**Outcome: Young patrons have a safe and engaging space for early learning activities**

Action Plan: Remodel entire building for better use of space; City CIP funds approved to replace first floor carpeting and entrance in 2016/2017/2018

Who: Jessica MacPhail and staff; Building and Grounds Committee; Library Foundation

Timeline: By March 31, 2018, plan developed to replace first floor carpeting and entrance

Progress: June 6, 2016, architects presented revised plan to joint meeting of RPL Foundation Board and Ad-Hoc Building and Grounds Committee ; Committee recommended to library board that enhanced third floor concept be accepted, pending review of funding sources.

September 15, 2016, architects’ cost estimate presented to library board

October 13, 2016, Library Strategies presented capital fund Feasibility Study to a joint meeting of the library foundation board and library board; no action taken to move forward

November 16, 2017, library board named members to Building and Grounds Committee (Mr. O’Connell, Chair; Ms. Cruz, Ms. Riekoff, and Ms. Woods) to review plan to remodel entire building for better use of space.

December 21, 2017, library board approved hiring Product: Architecture+Design for programming and plans for existing 2 level building, and for design and bid for new carpeting.

January 18, 2018, Building and Grounds Committee set meeting dates: February 1, 2018, at 6pm at the library.

February 1, 2018, Building and Grounds Committee met with Product: Architecture+Design. After discussion, a meeting was set for March 8, 2018 at 5:30pm to hear the architects' plans.

March 8, 2018, carpet was selected to recommend to library board.

March 15, 2018, carpet selection approved by library board.

March 26, 2018, Action Plan created for children's area remodel

April 17, 2018, children's remodel bid presented to Building & Grounds Committee from Product: Architecture + Design.

June 5, 2018, bid of \$84,640 by VAK Flooring approved by City Council, \$150,000 was budgeted.

- d. 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 by Melissa Donaldson to library board; other staff involved are Matt Jerke and Rebecca Leannah

May 23, 2018, after attending the DPI workshop Students as Creators: Connecting through STEM, Maker, Coding and Hands-on Learning together, Rebecca Leannah and Todd Reinke were eligible to apply for a grant to continue the program. Grant was denied. Friends of the Library will be asked to fund continuation of the program.

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
- 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. Ms. Becker moved, and Ms. Jones seconded, approval of the Consent Agenda. Motion carried.

- Minutes of the regular May 17, 2018 board meeting
- Vouchers and credit card purchases from previous month
- Personnel Report: Termination PT - Jared Lahti
- Dashboard report for previous month

XI. Items for the Next Agenda – Annual Meeting

- a. Committee Reports
- b. Election of new officers and committee appointments
- c. Road Map to 2020 quarterly report
- d. Presentation on Wisconsin Public Library Standards by Steve Ohs, Lakeshores Library System Administrator
- e. Presentation on Stronger Together workshop by Rachel Zuffa and James O’Hagan

XII. Next regular meeting date is July 19, 2018

XIII. Adjournment

**At 5:45pm, Ms. Becker moved to adjourn. There being no further business, the meeting was adjourned.**

Jessica MacPhail  
Recording Secretary