

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

The Racine Public Library Board of Trustees met on May 17, 2018 at 4:30pm at the Racine Public Library in the Emily Lee Room.

Board members Tracy Austin, Marie Craig, Brian O’Connell, James O’Hagan, Ahmad Qawi, Chris Terry and Michele Woods were present. Board members Angelina Cruz, Mollie Jones, Melissa Becker and Sandra Riekoff were excused. Staff members Melissa Donaldson, Julia Heiser, and Allison Michalek were present. Business Manager Dan Schultz and Library Director Jessica MacPhail were present. Tom Karkow of WRJN was also present.

I. Call to Order at 4:32pm by President O’Hagan

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

**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 by Melissa Donaldson, Julia Heiser and Allison Michalek on the library’s Summer Reading Program for children, teens and adults.

GOAL MET.

III. Public Comment – no members of the public were present or wished to comment

IV. Discussion of the Future of the Library

a. Road Map to 2020 – no discussion

V. Old Business - none

VI. New Business

b. 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, an offer of \$10,000 was received for the old Mobile Library

**Mr. Qawi moved and Mr. O’Connell seconded a motion to approve the offer of \$10,000 for the old Mobile Library. Motion carried.**

VII. Financial Statement

**Mr. Terry moved and Ms. Austin seconded a motion to approve the March, 2018 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.

b. 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.

GOAL ONGOING.

c. 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.

d. 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.

e. 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.

f. 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.

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:

- 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 April 19, 2018 board meeting
- Vouchers and credit card purchases from previous month
- Personnel Report: No report
- Dashboard report for previous month

**Mr. O’Connell moved and Mr. Qawi seconded approval of the consent agenda. Motion carried.**

XI. Items for the Next Agenda

- a. Committee Reports – Finance and Personnel Committee, 3:30pm, June 21, 2017
- b. Road Map to 2020
- c. Presentation of Wisconsin Library Standards
- d. Update on Youth Advisory Board

XII. Next regular meeting date is June 21, 2018

XIII. Adjournment

**At 5:20pm, Mr. O’Connell moved to adjourn. There being no further business, the meeting was adjourned at 5:20pm.**

Jessica MacPhail, Recording Secretary