

RACINE PUBLIC LIBRARY
BOARD OF TRUSTEES' MEETING
MINUTES
October 18, 2018

A regular monthly meeting of the Racine Public Library Board of Trustees was held on October 18, 2018 at 4:30 PM in the Emily Lee Room.

Board members Tracy Austin, Marie Craig, Mollie Jones, Melissa Kaprelian, James O'Hagan, Ahmad Qawi and Michele Woods were present. Angelina Cruz, Sandra Riekoff and Chris Terry were excused. Library Director Jessica MacPhail and Business Manager Daniel Schultz were present. Also present was Nick Demske, staff member; Bob Henzl, attorney; Jim Palenick City Administrator, and Lee Jaramillo, NorthTerra.

President James O'Hagan called the meeting to order at 4:27 PM.

Ms. Kaprelian moved, and Ms. Jones seconded, a motion to suspend the rules to allow a staff presentation. Motion carried.

Staff member Allison Michalek, Early Literacy Librarian, presented information to the board about services and programs provided for children up through age five.

- a. 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 (below) created

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.

August 16, 2018 update: Youth Services will be closed for carpet replacement from Friday, August 17, 2018 to Monday, September 4, 2018. Youth Services workroom redesign (demolish wall between three staff workrooms, remove windows, move sink, \$17,000), Technical Services redesign (install partial wall, \$7500, and partial floor tile replacement, \$15,000) and now front door replacement (cost unknown) included in City CIP funding. The library board approved use of the Josephine Mander bequest for any costs not covered by City CIP funding.

October 18, 2018, Informational presentation by Ali Michilek, Early Learning Librarian. Grand Opening celebration set for November 15, 2018 at 6pm with ribbon-cutting by the Mayor. Request to library board for \$500 from Mander bequest to cover celebration costs.

Mr. Qawi moved and Ms. Kaprelian seconded a motion to approve \$500 from the Josephine Mander bequest to cover the cost of the Grand Opening celebration on November 15, 2018. Motion carried.

At 4:45pm Ms. Jones moved and Mr. Qawi 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 5:10pm, Ms. Kaprelian moved and Ms. Jones seconded a motion to come out of closed session. Motion carried.

Public Forum: Lee Jaramillo addressed the board about the land sale.

Old Business

Ms. Kaprelian moved and Ms. Jones seconded a motion to move the following item up on the agenda. Motion carried.

- 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.

Ms. Jones moved and Ms. Kaprelian seconded a motion to defer action until the November 15, 2018 library board meeting. Motion carried.

b. Engaging the Community Goal - Facility

Outcome: Patrons have free parking when using the library

Action Plan: Develop a plan to present to City Council for free parking at the library
Who: Jessica MacPhail
Timeline: By August 31, 2018, a plan will be presented to the library board
Progress: June 14, 2018, the library parking lot was rented out for Rock the Harbor Festival; 861 people visited the library that day.
June 15, 2018, a survey was begun: "We want to hear your opinion about free parking"
August 16, 2018, results presented to library board: 36 patrons were in favor and two against. Some of the comments: *"Free parking with a library card. Revenue must be brought in to pay for services. I never have change. Parents would stay longer especially at storytime and special events. People would have more time because they wouldn't need to feed the meter. This may be the only city that doesn't have free parking at the library. It is an idea worth exploring, they want to redevelop downtown, get customers here, it is worth it. The city would lose \$400k in revenue, but it would help the local economy, yes, do it! No, we like donating to the state government! Yes, libraries should have no barriers. It would give patrons of the library time to really look through the stacks rather than rush to meet time on meters – a resounding yes! Yes, I spend a lot of my limited income on*

parking. Free is always great, but at what expense? Does the money from parking help support the library? Will we lose any services if the money is gone? What about a flat fee regardless of time spend so the library can keep this income? Yes, great idea for the city of Racine. Validation for library card holders.”

August 16, 2018, the library board approved that the director should discuss the draft plan with Ms. Amanda Gain of VenueWorks.

October 18, 2018, plan drafted by library director and Amanda Gain presented to library board for consideration

Ms. Kaprelian moved and Ms. Woods seconded a motion to approve the trial one-year plan. Motion carried.

c. Organizational Goal - Programming

Outcome: Local artists publicly showcase their artwork in the library

Action Plan: Create a plan offering artists the opportunity to publicly showcase their artwork

Who: Julia Heiser and Programming Team

Timeline: August 16, 2018, present a policy to library board – tabled
October 18, 2018, revised policy presented to library board

Ms. Kaprelian moved and Ms. Austin seconded a motion to approved the policy. Motion carried.

New Business

a. Organizational Goal – Facility

Action Plan: Replace current analog video security system with digital system

Who: Dan Schultz, Bob Margis

Timeline: By December 31, 2018, replacement system is installed

Progress: October 18, 2018, request funding from Josephine Mander bequest in the amount of \$20,000

Ms. Woods moved and Dr. Craig seconded a motion to upgrade the current analog security system to a digital system. Motion carried.

b. Organizational Goal – Personnel

Outcome: Patrons are served by a strong, flexible organization

Action Plan: Library board recognizes library employees by funding part of the cost of an annual holiday party for them; also, a recognition lunch shall be held every year to celebrate all staff celebrating five-year Increments of library service, paid from the library’s endowment funds

Who: Jessica MacPhail and Library Board

Timeline: By November 30 each year, the board will provide the funds for part of the cost of a holiday party and for a recognition lunch

Progress: October 26, 2017, the library board approved a request for \$500 from the Boerneke Fund.

May 18, 2018, first recognition lunch was held.

October 18, 2018, request for \$500 for a holiday party from the Boerneke Fund presented to library board.

Ms. Kaprelian moved and Ms. Woods seconded a motion to approve \$1,000 to cover part of the costs of the annual staff holiday party from the Boernke Fund. Motion carried.

c. Organizational Goal – Personnel

Action Plan: Revise position descriptions of adult and youth services staff

Who: Darcy Mohr, Bob Margis

Timeline: By December 31, 2018, all position descriptions reviewed

Progress: March 15, 2018, revised position descriptions for adult and youth services librarians and adult reference staff approved by library board.

October 18, 2018, revised position descriptions for administration staff presented to library board for approval.

Ms. Kaprelian moved and Ms. Austin seconded a motion to approve the revised position descriptions. Motion carried.

d. 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 presented to the library board as outdated and a candidate for removal:

Equipment Use Waiver of Liability, 3-D Printers

Ms. Kaprelian moved and Dr. Craig seconded a motion to approve removal of the policy on Equipment Use Waiver of Liability, 3-D Printers. Motion carried.

- e. Ms. Kaprelian moved and Ms. Woods seconded approval of the Financial Statement. Motion carried.

- d. 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. Road Map to 2020, 3rd Quarter Report
 - e. Report of Upcoming continuing education opportunities for trustees:
 - 2018:
 - Wisconsin Library Association Annual Conference, October 23-26, 2018, Radisson La Crosse and La Crosse Convention Center
 - November 1, 2018, Lakeshores Library System Trustee Dinner, Hawk's Rest (Michele Woods, Marie Craig, Tracy Austin and Melissa Kaprelian will attend)
 - 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

- f. Ms. Kaprelian moved and Ms. Woods seconded approval of the Consent Agenda. Motion carried:
 - Minutes of the regular September 20, 2018 board meeting

- Vouchers and credit card purchases from previous month
- Personnel Report:
- Dashboard report for previous month

- g. Items for the Next Agenda
 - a. 2019 budget update
 - b. 2019 calendar
 - c. Land sale
 - d. Group photo of library board

- h. Next regular meeting date is November 15, 2018

- i. Adjournment – there being no further business, the meeting was adjourned at 6:05pm.

Jessica MacPhail
Recording Secretary