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RACINE PUBLIC LIBRARY
BOARD OF TRUSTEES
April 18, 2019 at 4:30 pm
Emily Lee Room
AGENDA

- I. Call to Order
- II. Public Comment
- III. Discussion of the Future of the Library

- a. Road to 2020 – Goals for 2019

- IV. Old Business

- a. Organizational Management - Patrons are served by a strong, flexible organization

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: Executive Director and library board

Timeline: June 17, 2015, 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, library board tabled until the November 15, 2018 NorthTerra's request for an extension to November 1, 2019.

November 15, 2018, library board denied request for extension.

February 5, 2019, NorthTerra deposited \$40,000 in earnest money.

March 1, 2019, land sale was closed, received check for \$1,194,142.93 and check was temporarily deposited in New Facilities Fund; board considers where to permanently place this check

GOAL MET

V. New Business

a. Financial Statement (enclosure 1)

b. Engaging the Community Goals - RPL is a unique, innovative, interactive destination inspiring community pride

Bookmobile

Outcome: Patrons able to use Bookmobile 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 18, 2019, request library board approve summer 2019 schedule (enclosure 2);

GOAL ONGOING

c. Organizational Management Goals - Patrons are served by a strong, flexible organization

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

Action Plan: Policies more than three years old will be reviewed and updated if necessary

Who: Executive Director and managers

Timeline: Annual

Progress: January 17, 2019, Naming of Library Buildings Policy reviewed and approved.

March 21, 2019, the following policies were approved:

Collection Development Policy (including current Library Bill of Rights, Interpretations of the Library Bill of Rights, Freedom to Read, and Freedom to View statements), amended

Equipment Use Policy and Rules and Regulations, amended

Reference Services Policy and Rules and Regulations, amended

Display Cases Use Policy and Rules and Regulations, new

April 18, 2019, request for library board to approve changes to Employee Handbook (enclosure 3)

April 18, 2019, request for library board to review changes in Bylaws, consider for approval May 16, 2019 (enclosure 4)

VI. Information

- a. Luan Wells, of the Friends of the Library, is receiving the Arts and Culture Award from the Volunteer Center of Racine on April 26, 2019, for all her work raising funds through the used book sale for the library.
- b. Report of Upcoming continuing education opportunities for trustees:
 - 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

VII. Consent Agenda

- Minutes of the regular March 21, 2019 board meeting and the Finance and Personnel Committee meeting of March 21, 2019 (enclosure 5)
- Vouchers and credit card purchases from previous month (enclosure 6)
- Personnel Report: Promotion to Lead Worker In Circulation - Glynis Kimbrough
- Dashboard report for previous month (enclosure 7)

VIII. Items for the Next Agenda

- a. Social Media policy revision
- b. Employee Handbook revisions – Domestic partner benefits
- c. Building & Grounds Committee needs to set a meeting date to discuss the teen area remodel, front doors replacement, and RFID remodel

IX. Next regular meeting date is May 16, 2019

X. Adjournment

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