

RACINE PUBLIC LIBRARY
BOARD OF TRUSTEES
January 17, 2019 at 4:30 pm
Emily Lee Room
MINUTES

A regular monthly meeting of the Racine Public Library Board of Trustees was held on January 17, 2019 at 4:30 PM in the Emily Lee Room.

Board members Tracy Austin, Marie Craig, Mollie Jones, Melissa Kaprelian, James O’Hagan, Sue Trottier and Michele Woods were present. Angelina Cruz, Brian O’Connell, Ahmad Qawi, Sandra Riekoff, Chris Terry and Michele Woods were excused. Library Director Jessica MacPhail and Business Manager Daniel Schultz were present. Also present was James Palenick, City Administrator, and Carrie Richmond, staff member.

President James O’Hagan called the meeting to order at 4:30 PM.

It was agreed to adjust the agenda so Carrie Richmond, Teen Librarian, could present information to the board about teen programming, services and facility suggestions.

At 4:40pm, Ms. Kaprelian moved and Ms. Woods seconded a motion to go into 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 to come out of closed session. Ms. Jones seconded. Motion carried.

Public Comment – none

Discussion of the Future of the Library - Road to 2020 – Goals Met in 2018, Highlights

Old Business

a. **Organizational Management 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: 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 November 15, 2018 NorthTerra's request for an extension to November 1, 2019.

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

January 17, 2019, email from NorthTerra:

Jessica, because of holidays and the lost last few weeks of the year, where EVERYTHING slows down, we are asking for a mere 30-day extension on the closing. As of now the closing is supposed to happen around March 4th (due diligence expires February 1, 2019). We're asking for an extension on the due diligence of 30-days and a subsequent closing on April 1, 2019. We plan on closing but need to get through financing, environmental reports, appraisals and likely a wetland delineation (weather permitting). Can you please ask the board if this is acceptable. Thanks you

Ms. Kaprelian moved to approve the request from NorthTerra. Ms. Jones seconded. Motion failed on a roll call vote. Ayes: Kaprelian, Woods. Nays: Austin, Craig, Jones, O'Hagan, Trottier. Ms. Trottier moved to deny the request. Ms. Austin seconded. Motion carried on a roll call vote. Ayes: Austin, Craig, Jones, O'Hagan, Trottier. Nays: Kaprelian, Woods.

New Business

- a. Review of executive director due to President O'Hagan by January 29, 2019.
- b. Organizational Management Goal - Adjunct Organizations

Outcome: Patrons are able to support the library through adjunct organizations

Action Plan: Library board trustees are appointed to serve on the Library Foundation's board when there is a vacancy

1. The purpose of the Racine Public Library Foundation is to support the Racine Public Library's services and programs, as stated in the library's mission statement. The goal is to enrich, not replace, traditional tax-based support for the library.
2. The Foundation will hold fund-raising events in support of library services and programs.

3. The Foundation will request and secure gifts (cash or in-kind) from donors, such gifts to include (but not be limited to) appreciated stocks, bonds, or real estate, charitable remainder trusts, and other deferred giving options.
4. The Foundation will apply for grants to support library services and programs.

Who: Library board President

Timeline: Annually or whenever a vacancy occurs

Progress: January 17, 2019, there is a vacancy of two library board members on the Foundation board (Sandy Riekoff and Chris Terry), whose terms have expired

President O’Hagan appointed Marie Craig and Sue Trottier to the Foundation Board.

- c. Organizational Management Goal – Budgeting

Action Plan: Purchase eBooks in 2019 using funds from Library Materials Fund

Who: Executive Director, Darcy Mohr

Timeline: Annual

Progress: January 17, 2019, library board considers for approval the 2019 distribution of \$17,173 from the Library Materials Fund using Unitrust distribution method to purchase eBooks.

Ms. Kaprelian moved to approve the distribution. Ms. Jones seconded. Motion carried.

- d. Organizational Management Goal - Policies

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: Library Director and managers

Timeline: Annual

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

Policy reviewed, no changes made.

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

Information

- b. Community Value Goals - Collaboration

Outcome: **Patrons benefit from RPL’s participation in state and national projects**

Action Plan: Racine Public Library invited to participate in a sample assessment as a follow-up to the national 2015 Edge Assessment, to be completed by December 15. Because of our participation, our library will be the first to receive the new peer comparison reports and the new Edge resources and tools.

Who: Director and library staff

Timeline: By December 15, the assessment will be completed.

Progress: November 28, 2018, Invitation received.
December 14, 2019, assessment completed

- c. Checkout receipts now show patrons the amount they saved, in dollars, by using the library

Report of Upcoming continuing education opportunities for trustees:

- 2019:
 - Online [Wild Wisconsin Winter Web Conference](#), January 23 and 24, 2019 – invitation will be sent when available
 - American Library Association Mid-Winter Meeting, January 25, 2019 - January 29, 2019, Seattle, WA
 - 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

Ms. Kaprelian moved and Ms. Jones seconded approval of the Consent Agenda. Motion carried.

- Minutes of the regular December 20, 2018 board meeting
- Vouchers and credit card purchases from previous month
- Personnel Report: no report
- Dashboard report for previous month

Items for the Next Agenda

- d. DPI Annual Report
- e. Road Map to 2020 – Goals Met for 2018
- f. Road Map to 2020 – Goals for 2019
- g. Review of Executive Director

Next regular meeting date is February 21, 2019

Adjournment at 5:31pm.

Jessica MacPhail
Recording Secretary