



75 Seventh Street
Racine, WI 53403-1201

administration: 262-636-9170
adult services: 262-636-9217
circulation services: 262-636-9241
youth services: 262-636-9245
fax: 262-636-9260
www.racinelibrary.info

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

The mission of the Racine Public Library is to enhance our community's quality of life by providing information, ideas, and creative works.

Vision: The Racine Public Library is a trusted source of information. Residents have positive experiences in a dynamic, participatory, people-focused organization.

- I. Call to Order
 - a. Welcome Alder Maurice Horton, new City Council representative, replacing Alder Mollie Jones
 - b. Election of new officers
- II. Public Comment
- III. Information

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

- a. Report from Darcy Mohr on Planning Process

FACILITY

- Outcome:** Patrons have questions answered efficiently and issues resolved effectively by appropriate staff, minimizing being referred to another service desk
- Action Plan:** Investigate possibility of using a "call center" to allow staff more time for face-to-face help and outreach activities
- Who:** Managers
- Timeline:** By December 31, 2019, develop recommendation for library board
- Progress:** January 26, 2017, visit Arlington Heights Public Library.
June 28 and July 3, 2019, two all-staff meetings were held to discuss the process being used to analyze and redesign service points, including a call center
July 18, 2019, presentation to library board scheduled on the planning process being used (enclosure 1.)

- b. Report from Melissa Donaldson on 2020 Tech Budget

BUDGETING

Outcome: Patrons have positive experiences in a dynamic, participatory, people-focused, trusted organization that is adequately funded, during hours and at locations that are convenient to them

Action Plan: Patrons are served by an adequately funded library

Who: City of Racine, Racine County, Library Board

Timeline: By December 31, 2019, approve 2020 budget including adequate funding for library

Progress: July 18, 2019, Melissa Donaldson presents Technology Budget to the board

IV. Discussion of the Future of the Library

- a. Road to 2020, Report of 2nd Quarter 2019 (enclosure 2)

V. Liaison reports

- a. Report from City Council representative (Mr. Horton)
- b. Report from RUSD representative (Mr. O'Connell)
- c. Report from RPL Foundation (Board President)
- d. Report from Friends of the Library liaison (Ms. Trottier)

VI. Old Business

VII. New Business

- a. Financial Statement (enclosure 3)
- b. Set meeting date for Finance & Personnel Committee: 2020 budget
- c. Set meeting for Building & Grounds Committee, August 8, 2019, 4:30pm
- d. Organizational Management Goal: Patrons are served by a strong, flexible organization

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: Executive Director, board, staff, Foundation, Friends

Timeline: By December 31, 2019, community will be engaged in a process of refining the library's mission and vision.

Progress: July 18, 2019, request approval to hire consultant David Jakes to lead the board, community and staff through a process of setting a new vision, mission, values and goals (to be presented at the meeting).

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

Budgeting

Outcome: Patrons have positive experiences in a dynamic, participatory, people-focused, trusted organization that is adequately funded, during hours and at locations that are convenient to them

Action Plan: Lakeshores Library System Memorandum of Understanding and Memorandum of Agreements are filed accurately and on time.

Who: Executive Director, Dan Schultz

Timeline: By December 31, 2019, the library board receives Memorandum of Understanding and Memorandum of Agreement to consider for approval

Progress: July 18, 2019, the AGREEMENT between LAKESHORES LIBRARY SYSTEM and RACINE PUBLIC LIBRARY for RESOURCE LIBRARY SERVICES for 2020 is considered for approval (enclosure 4).

VIII. Information

- a. Security contract with PerMar will be terminated as of September 14, 2019.
- b. ALA reports – Ms. Austin, Dr. Craig, Mr. O’Connell
- c. Report of Upcoming continuing education opportunities for trustees:
 - 2019:
 - Wisconsin Library Association Annual Conference, October 8-11, 2019, Kalahari Resort & Convention Center, Wisconsin Dells
 - Social Justice and Public Libraries: Equity Starts With Us, October 28-29, Chicago Public Library (enclosure 5)
 - 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

IX. Consent Agenda

- Minutes of the May 16, 2019 board meeting (no board meeting in June); May 16, 2019 Finance & Personnel Committee meeting and June 11, 2019 Nominating Committee meeting (enclosure 6)
- Vouchers and credit card purchases from two previous months (enclosure 7)
- Personnel Report:
 - Term of Temp Position: Victoria Jaksic - Professional Sub in YSD
- Dashboard report for two previous months (enclosure 8)

- X. Items for the Next Agenda
 - a. Finance & Personnel Committee report, 2020 budget
 - b. Building & Grounds Committee report
 - c. New security contract
 - d. Employee Handbook revisions – Domestic partner benefits
 - e. Liaison reports

- XI. Next regular meeting date is August 15, 2019

- XII. Adjournment

If you have accessibility needs or need information interpreted for you, please call the Racine Public Library's Business Office at (262) 636-9170 at least 72 hours prior to the meeting.