

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

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.

Present were board members Tracy Austin, Marie Craig, Melissa Kaprelian, James O'Hagan, Chris Terry and Michele Woods. Mr. Coffman, Mr. Qawi and Ms. Trottier were excused. Ms. Cruz and Mr. Horton were absent.

- I. Call to Order by James O'Hagan at 4:30pm
 - a. Election of new officers
 - i. Ms. Kaprelian nominated Tracy Austin for President, James O'Hagan for Vice President, and Marie Craig for Secretary. Mr. Terry seconded and the motion carried.
 - ii. Mr. O'Hagan agreed to chair the remainder of the meeting.
- II. Public Comment - none
- III. Information

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

- a. 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

- b. 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.

IV. Discussion of the Future of the Library

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

V. Liaison reports

- a. Report from City Council representative - none
- b. Report from RUSD representative – Mr. O’Hagan reported that RUSD has closed its funding gap for 2019/2020
- c. Report from RPL Foundation – Mr. O’Hagan and Ms. Kaprelian reported that Melissa Donaldson presented the 2020 Tech Budget to the Foundation, and that Sue Trottier is the new Foundation Board President.
- d. Report from Friends of the Library liaison – no report

VI. Old Business

VII. New Business

- a. Financial Statement
- b. Set meeting date for Finance & Personnel Committee: 2020 budget
 - i. Meeting date set for August 15, 2019 at 3:30pm
- c. Set meeting for Building & Grounds Committee, August 8, 2019, 4:00pm
- 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.

Ms. Kaprelian moved to approve hiring Mr. Jakes. Mr. Terry seconded and the motion carried. Ms. Kaprelian moved to use \$4,000 from the land sale for the down payment requested. Mr. Terry seconded and the motion carried.

- 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.

Mr. Terry moved approval of the agreement. Ms. Kaprelian seconded and the motion carried.

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 – tabled until the next meeting
- 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
 - 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 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
- Vouchers and credit card purchases from two previous months
- Personnel Report:
 - Term of Temp Position: Victoria Jaksic - Professional Sub in YSD
- Dashboard report for two previous months

Mr. Terry moved to approve the consent agenda. Ms. Austin seconded and the motion carried.

X. Items for the Next Agenda

- a. Finance & Personnel Committee report, 2020 budget, including past three years of technology expenses
- 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

Jessica MacPhail
Recording Secretary