

RACINE PUBLIC LIBRARY
BOARD OF TRUSTEES
October 17, 2019 at 4:30 pm
Peg Martin Room
AGENDA

- I. Call to Order
- II. Public Comment
- III. Discussion of the Future of the Library
 - a. **President's Report**
- IV. Liaison reports
 - a. Report from City Council designee (Mr. Horton)
 - b. Report from RUSD designee (Mr. O'Connell)
 - c. Report from RPL Foundation (no report)
 - d. Report from Friends of the Library liaison (Ms. Trottier)
- V. Old Business
 - a. **Organizational Management Goals – Patrons are served by a strong, flexible organization**

PERSONNEL

- 1. Action Plan: Part-time employees who are not covered by health insurance will receive flu vaccinations at no cost to them
- Who: Library board, city health department
- Timeline: By November 30, 2019, flu vaccinations will be available to part-time employees
- Progress: September 19, 2019, library board requested to approve this annual expense from the Health Insurance line item, approximately \$40 per employee. City health department cannot provide this, even if reimbursed, to employees not on the healthcare plan. Board voted to defer until funding source is identified.
- October 17, 2019, request funding from the Boernke Fund for the flu shots.

- VI. New Business
 - a. **Financial Statement (enclosure 1)**
 - b. **Community Engagement Goals**

COLLECTIONS

Outcome: Patrons have easy self-service checkout of all collections

Action Plan: Upgrade to RFID (Radio Frequency ID) to improve self-service for patrons, improve staff efficiencies, allow patrons to check out DVDs and items from other libraries. Kenosha and other SHARE libraries are using RFID.

Who: Bob Margis, Fred Fischer, Darcy Mohr, Chris Tobias and Executive Director

Timeline: By December 31, 2019, collections will be tagged and RFID equipment installed

Progress: February 21, 2019, about 40% of collection is tagged
 May 16, 2019, about 50% of collection is tagged
 June 6, 2019, about 60% of collection is tagged
 July 9, 2019, met with Lakeshores Library System to develop plan for RFID sorters
 August 15, 2019, sorting equipment specs have been approved by Lakeshores Library System and RPL; draft contract approved by library board
 October 17, 2019, final MOU approved by Lakeshores, request final approval from RPL (Enclosure 2)

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

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 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, library board approved changes to Employee Handbook
 April 18, 2019, request for library board to consider changes in Bylaws, consider for approval May 16, 2019
 May 16, 2019, changes in Bylaws approved
 May 16, 2019, changes to Employee Handbook and a new Social Media Policy for the Public approved
 August 15, 2019, revised Rules and Regulations regarding the Use of Library Equipment approved
 September 19, 2019, revised Rules and Regulations for the Customer Promise approved
 October 17, 2019, revised Customer Promise Policy presented (Enclosure 3)

- d. Review a request for Leave Without Pay (Enclosure 4)
- e. Review for approval changes to Rules and Regulations Governing Circulation of Materials (Enclosure 5)

VI. Information

- a. **Organizational Management Goals – 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, library board approved request to hire consultant David Jakes to lead the board, community and staff through a process of setting a new vision, mission, values and goals.

July 30, 2019, contract sent to City Attorney's office

August 27, 2019, contract signed

September 4, 2019, first meeting with Board President and Executive Director

October 17, 2019, Salon Dinner date confirmed for November 12, 2019, to be held at Wingspread; board retreat date set for November 21, 2019 from 4:30pm to 8pm

GOAL ONGOING

- b. ALA reports – Ms. Austin, Dr. Craig, Mr. O'Connell

- c. Report of Upcoming continuing education opportunities for trustees:

- 2020:
 - Public Library Association Conference, February 25–29, 2020, Nashville, Tenn. (Enclosure 6)
 - 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 September 19, 2019 board meeting (enclosure 7)
- Vouchers and credit card purchases from previous month (enclosure 8)
- Personnel Report:

- Term: Colleen Parenteau - PT - Extension Clerk I
- New Hire Brianna Fuentes - PT - Shelving Clerk I
- Dashboard report for previous month (enclosure 9)

VIII. Items for the Next Agenda

- a. Employee Handbook revisions
- b. Patron privacy audit – “The library has explicit policies for technology product and service partnerships”

IX. Next regular meeting date is November 21, 2019 – BOARD RETREAT

X. 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.