

RACINE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
May 16, 2019 at 4:30 pm  
Emily Lee Room  
MINUTES

A regular monthly meeting of the Racine Public Library Board of Trustees was held on March 21, 2019 at 4:30 PM in the Emily Lee Room.

Board members Tracy Austin, Nat Coffman, Marie Craig, Mollie Jones, Melissa Kaprelian, Brian O’Connell, James O’Hagan, Sandra Riekoff, Chris Terry, Sue Trottier and Michele Woods were present. Angelina Cruz and Ahmad Qawi were excused. Executive Director Jessica MacPhail was present. Business Manager Dan Schultz was present. Also present were Darcy Mohr, Head of Adult and Youth Services, and Nick Demske, Community Resource Librarian.

President O’Hagan called the meeting to order at 4:30pm. Ms. Riekoff was thanked for her years of service. Dr. Coffman was introduced as her replacement as a county representative.

Public Comment

Report from Darcy Mohr, Head of Adult and Youth Services, on recruiting social worker interns. Ms. Kaprelian moved and Mr. O’Connell seconded a motion to suspend the rules for further discussion. Motion carried. A number of issues were discussed regarding this program. President O’Hagan read the library’s mission statement from 2005:

“The Racine Public Library is a dependable source of reliable, relevant information in both print and electronic formats that enables people to be successful in all aspects of their lives. The Library also provides stimulating and enjoyable programs and a broad selection of reading, listening, and viewing materials that make it possible for all residents of the area to enjoy a high quality of life.” It was agreed that this should be on the next board agenda for discussion.

Discussion of the Future of the Library  
Road to 2020 – Goals for 2019 – no report

**Since three board members will not be at the next regular board meeting on June 20, 2019, due to their attendance at the American Library Association conference, it was agreed that the meeting be canceled.**

Building and Grounds Committee

Ms. Trottier moved and Ms. Kaprelian seconded approval of the minutes from the May 13, 2019 meeting, recommending that the front doors project proceed with City CIP funding. Motion carried.

Old Business - none

## New Business

- a. The board said a Facebook Live “thank you” to people who are donating via DoMore24, May 16-17, 2019
- b. **President O’Hagan appointed Sue Trottier as a liaison to the Friends of the Library**
- c. **Ms. Riehoff moved and Ms. Kaprelian seconded approval of the Financial Statement. Motion carried.**

**Mr. O’Hagan had to leave the meeting. Ms. Austin chaired the meeting from then on.**

- d. 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, library board approved changes to Employee Handbook

May 16, 2019, Ms. MacPhail presented information and handouts from the DPI publication “Trustee Essentials” on Bylaws to aid in discussion on changes to the bylaws.

**Ms. Trottier moved and Ms. Kaprelian seconded approval of the changes in the bylaws presented at the April 18, 2019, meeting to consider for approval May 16, 2019. Motion carried.**

**Mr. Terry moved and Ms. Jones seconded approval of more changes to Employee Handbook and a new Social Media Policy for the Public. Motion carried.**

## Information

- a. Ms. MacPhail presented information and handouts from the DPI publication “Trustee Essentials” on the new library standards. In 2018, the library did not meet the criteria for being even a Tier One library. The library was below Tier One in all standards except Video Recordings per capita and Public Seating per capita.
- b. Handouts from webinar, “Equity, Diversity, Inclusion: what library trustees need to know” were distributed.
- c. Report of Upcoming continuing education opportunities for trustees:
  - 2019:
    - American Library Association Annual Conference, June 20-25, 2019, Washington, DC: **Tracy Austin, Marie Craig, and Brian O’Connell attending**

- 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

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

- Minutes of the April 18, 2019 board meeting
- Vouchers and credit card purchases from previous month
- Personnel Report:
  - Promotion: Moriah Thompkins - Shelving Clerk I
  - Terminations: Darius Jamison & Nathan Thompkins
- Dashboard report for previous month
- Report of the Finance and Personnel Committee’s recommendation to approve the updated version of the Investment Objectives and Guidelines.

Ms. Jones reported from the City Council: The Traveling Food Truck Tour will be in Uptown during the summer behind the Branch, 1501 Washington, on June 5, July 31, September 4 and October 2 from 5pm to 9pm.

Items for the Next Agenda (**June 20 meeting canceled; July 18, 2019 will be the next meeting date**)

- a. Library mission statement
- b. Employee Handbook revisions –
- c. Domestic partner benefits
- d. Nominations for officers
- e. Report from City Council designee
- f. Report from RUSD designee (Mr. O’Connell)
- g. Report from RPL Foundation (Board President)
- h. Report from Friends of the Library liaison (Sue Trottier)

**Next regular meeting date is July 18, 2019**

At 5:43 pm, there being no further business, the meeting was adjourned.

Respectfully submitted,

Jessica MacPhail, Executive Director