

RACINE PUBLIC LIBRARY
BOARD OF TRUSTEES
October 17, 2019 at 4:30 pm
Peg Martin 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, Nat Coffman, Marie Craig, Melissa Kaprelian, Brian O'Connell, Chris Terry, and Michele Woods. Maurice Horton, James O'Hagan and Sue Trottier were excused. Angela Cruz and Ahmad Qawi were absent. Executive Director Jessica MacPhail and Business Manager Dan Schultz were present. Also present was Jim Novy from Lakeshores Library System.

Call to Order at 4:35pm by President Austin.

Public Comment - None

Agenda adjusted to allow Mr. Novy's item to be discussed first.

New Business

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.

Mr. O’Connell moved and Ms. Kaprelian seconded a motion to approve the Memorandum of Understanding. Motion carried.

Discussion of the Future of the Library

President’s Report

President Austin reported that the Salon Dinner will be November 12, 2019, at 5pm at Wingspread, and that the Board Retreat will be November 21, 2019, from 4:30pm to 8:30pm; more details later.

Liaison reports

Report from City Council designee – Ms. MacPhail reported for Alderman Horton that the change in health insurance was approved by the Council, although Mr. Horton voted against it.

Report from RUSD designee - Mr. O’Connell reported, no report.

Report from RPL Foundation – no meeting was held

Report from Friends of the Library liaison – Ms. MacPhail reported for Ms. Trottier that the upcoming Book Sale is next week, and Breakfast with the Authors will be November 9, 2019.

Old Business

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

PERSONNEL

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.

Dr. Coffman moved and Ms. Kaprelian seconded a motion to approve paying for the flu shots from the Boernke Fund. Motion carried.

New Business

Financial Statement

Mr. O’Connell moved and Ms. Kaprelian seconded acceptance of the Financial Statement. Motion carried.

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

Ms. O'Connell moved and Dr. Craig seconded a motion to approve the amended Customer Promise Policy. Motion carried.

Ms. Woods moved and Mr. O'Connell seconded a request for Leave Without Pay for Rebecca Leannah, for 3 days in December. Motion carried.

Mr. O'Connell moved and Dr. Coffman seconded changes to Rules and Regulations Governing Circulation of Materials. Motion carried.

Information

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

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

Mr. O’Connell moved and Dr. Craig seconded a motion to approve the Consent. Agenda Motion carried.

Minutes of the September 19, 2019 board meeting

Vouchers and credit card purchases from previous month

Personnel Report:

Term: Colleen Parenteau - PT - Extension Clerk I

New Hire Brianna Fuentes - PT - Shelving Clerk I

Dashboard report for previous month

Items for the Next Agenda

Employee Handbook revisions

Patron privacy audit – “The library has explicit policies for technology product and service partnerships”

2020 revised Budget

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

Having no further business, the meeting was adjourned at 5:43pm.

Jessica MacPhail
Recording Secretary