

RACINE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
April 18, 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, Marie Craig, Mollie Jones, Melissa Kaprelian, Brian O’Connell, James O’Hagan, Sandra Riekoff, Sue Trottier and Michele Woods were present. Angelina Cruz, Ahmad Qawi and Chris Terry were excused. Executive Director Jessica MacPhail was present. Business Manager Dan Schultz was excused.

President O’Hagan called the meeting to order at 4:30pm. He read the library’s mission statement from 2005:

**LIBRARY MISSION STATEMENT:**

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.

And from 2006:

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

Public Comment - None

Discussion of the Future of the Library

- I. Road to 2020 – Goals for 2019 – No discussion

Old Business

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

Action Plan: Sell the land that was purchased by the library board for a second location, after decision of Steering Committee was not to proceed with a second facility

Who: Executive Director and library board

Timeline: June 17, 2015, letter of intent signed with NorthTerra

Progress: August 17, 2017, request for extension to February 1, 2019 by NorthTerra approved by library board pending notification regarding the status of escrow funds. Robert Henzl confirmed that escrow funds in the amount of \$2,000 were deposited with Knight Barry Title in February, 2016; these have now been transferred to the library. Laura from City Hall did find a deposit of a \$2,000 check for the land option made in January. So they are

paid up, now, with a possible additional \$2,000 coming in January of 2018 if they ask for another extension.

January 18, 2018, board approved tabling for one month pending legal question.

March 15, 2018, no action was taken.

July 19, 2018, memo from NorthTerra of June 20, 2018 presented to library board:

*We are asking to further extend the contract under the same conditions and payment of \$2,000.00 until February 2020 in order to give us all some assurance that the system is fully operational to the standards of the Racine Water Utility and in full compliance of Mount Pleasant's intergovernmental agreement with the city.* The board voted to deny this request.

August 16, 2018, Keith Haas, General Manager, Racine Water and Wastewater, requests permission to delineate wetlands on Newman Road property. They did a report 10 years ago and now they need another for some water main work along Newman Road. Library board approved his request.

October 18, 2018, library board tabled until the November 15, 2018 NorthTerra's request for an extension to November 1, 2019.

November 15, 2018, library board denied request for extension.

February 5, 2019, NorthTerra deposited \$40,000 in earnest money.

March 1, 2019, land sale was closed, received check for \$1,194,142.93 and check was temporarily deposited in New Facilities Fund; board considers where to permanently place this check)

**April 18, 2019, Ms. Trottier moved and Mr. O'Connell seconded a motion that the proceeds of the land sale are not restricted, and deposited with the New Facilities Fund. Motion carried.**

GOAL MET

II. New Business

a. **Mr. O'connell moved and Ms. Woods seconded approval of the Financial Statement. Motion carried.**

b. Engaging the Community Goals - RPL is a unique, innovative, interactive destination inspiring community pride

**Bookmobile**

Outcome: Patrons able to use Bookmobile consistently; Bookmobile is in service regularly

Action Plan: Evaluate all bookmobile stops for usage and geographic location

Who: Bob Margis and Bookmobile staff

Progress: **April 18, 2019, Ms. Kaprilian moved and Dr. Craig seconded approval of the summer 2019 schedule. Motion carried.**

GOAL ONGOING

c. 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, Ms. Kaprelian moved and Ms. Jones seconded approval of the changes to the Employee Handbook, with the exception of the Personal Leaves of Absence section. Motion carried.**  
April 18, 2019, request for library board to review changes in Bylaws, consider for approval May 16, 2019

### III. Information

- a. Luan Wells, of the Friends of the Library, is receiving the Arts and Culture Award from the Volunteer Center of Racine on April 26, 2019, for all her work raising funds through the used book sale for the library.
- b. Report of Upcoming continuing education opportunities for trustees:
  - 2019:
    - Wisconsin Association of Public Libraries Annual Conference, May 1-3, 2019, Holiday Inn and Central Wisconsin Convention + Expo Center, Rothschild
    - American Library Association Annual Conference, June 20-25, 2019, Washington, DC
    - 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

- IV. Consent Agenda: Mr. O'Connell moved and Ms. Trottier seconded a motion to approve the Consent Agenda. Motion carried.**
- Minutes of the regular March 21, 2019 board meeting and the Finance and Personnel Committee meeting of March 21, 2019
  - Vouchers and credit card purchases from previous month
  - Personnel Report: Promotion to Lead Worker In Circulation - Glynis Kimbrough
  - Dashboard report for previous month
- V. Items for the Next Agenda
- a. Social Media policy revision
  - b. Employee Handbook revisions – Domestic partner benefits, Personal Leaves of Absence
  - c. Bylaws
  - d. Building & Grounds Committee needs to set a meeting date to discuss the teen area remodel, front doors replacement, and RFID remodel: April 29 or May 13.
- VI. Next regular meeting date is May 16, 2019
- VII. Adjournment – at 5:30pm, there being no further business, the meeting was adjourned.

Respectfully submitted

Jessica MacPhail  
Executive Director