

RACINE PUBLIC LIBRARY
BOARD OF TRUSTEES
August 15, 2019 at 4:30 pm
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, Brian O'Connell, James O'Hagan, Ahmad Qawi, Sue Trottier and Michele Woods. Dr. Craig, Ms. Cruz, Mr. Horton, Ms. Kaprelian and Mr. Terry were excused. Mr. Coffman was absent. Executive Director Jessica MacPhail, Business Manager Dan Schultz, and Bob Margis, Head of Circulation, Outreach, Technical Services and Security were also present.

- I. President Craig called the meeting to order at 4:35pm.
- II. With no objection, the agenda was amended to allow Bob Margis to present following item:
- III. New Business
 - a. Organizational Management Goals – Patrons are served by a strong, flexible organization

FACILITY

Outcome: Patrons and staff are protected by effective security services

Action Plan: Review current security vendor's effectiveness

Timeline: By September 30, 2019, a new security vendor will be chosen

Progress: August 8, 2019, bids will be open and a recommendation will be made to the library board

Ms. Trottier moved and Mr. O'Connell seconded approval of awarding the contract to Allied Universal, with a base wage of \$14.00 for the guard and \$19.70 hourly bill rate, to begin Monday, September 16, 2019. Motion carried.

- IV. Public Comment - none
- V. Discussion of the Future of the Library
 - a. Road to 2020 – Goals for 2020
- VI. Committee reports
 - a. Building and Grounds, August 13, 2019 (Architects Proposal)

Ms. Trottier moved and Mr. O'Connell seconded a motion to defer action until next month. Motion carried.

- b. Finance and Personnel, August 15, 2019 (2020 budget)

Mr. Qawi moved and Mr. O'Hagan seconded approval of the proposed 2020 budget, and requested that a plan be prepared to reduce expenses if necessary. Motion carried.

- VII. Liaison reports
 - a. Report from City Council designee (Mr. Horton was absent)
 - b. Report from RUSD designee (Mr. O'Connell)
 - c. Report from RPL Foundation (Board President)
 - d. Report from Friends of the Library liaison (Ms. Trottier)

VIII. Old Business

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

FACILITY

a. Outcome: Patrons have free parking when using the library

Action Plan: Develop a plan to present to City Council for free parking at the library

Who: Executive Director

Timeline: By August 31, 2018, a plan will be presented to the library board

Progress: October 18, 2018, draft plan approved by library board and sent to City Administrator.
August 2, 2019, Downtown Redesign Plan, including recommendations for parking, did not include free parking at the library.

GOAL ONGOING

Mr. O'Hagan moved and Ms. Trottier seconded a motion to direct Ms. MacPhail to go back to the city again with the plan approved by the library board. Motion carried.

b. 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; no action taken.

August 26, 2019, meeting set with David Jakes to begin process.

GOAL ONGOING

c. New Business

a. Financial Statement

Mr. Qawi moved and Mr. O'Hagan seconded a motion to accept the Financial Statement. Motion carried.

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

1. 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 19, 2018, a report was presented to the library board and changes to the 2018 summer schedule were approved.
June 14, 2018, Bookmobile Celebration held at Shorecrest
July 4, 2018, Bookmobile was in Fourth of July Parade
December 20, 2018, library board approved switching Mondays, 1-2pm, from Renaissance School to 21st Century School, beginning January 7, 2019.
April 18, 2019, library board approved summer 2019 schedule.
July 4, 2019, Bookmobile was in Fourth of July Parade
August 15, 2019, fall-winter schedule presented to library board for approval

Mr. O’Connell moved and Ms. Trottier seconded a motion to approve the fall-winter schedule. Motion carried. Mr. O’Hagan requested that the Bookmobile work with Julian Thomas and Knapp School, the community schools, before the end of the year.

GOAL ONGOING

2. COLLECTIONS

Outcome: Patrons are able to borrow materials to read, view, or listen to

Action Plan: RPL will purchase necessary equipment to sort materials for Lakeshores Library System members and members of the SHARE consortium, with financial assistance from Lakeshores Library System.

Timeline: By December 31, 2019, sorting equipment will be ordered and necessary remodeling of circulation work area will be completed.

Progress: August 15, 2019, sorting equipment specs have been approved by Lakeshores Library System and RPL; draft contract presented to library board for consideration

Mr. O’Hagan moved and Mr. O’Connell seconded approval of the draft contract, with the proviso that the final contract be presented to the board for final approval. Motion carried.

3. 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 presented to library board for approval.

Ms. Trottier moved and M. O’Hagan seconded a motion to approve the Rules and Regulations regarding the Use of Library Equipment. Motion carried.

d. Information

- a. ALA reports – Ms. Austin, Dr. Craig, Mr. O’Connell deferred.
- b. Report of Upcoming continuing education opportunities for trustees:
 - 2019:
 - YWCA presents “Unlearning Racism” at Sienna Center, from 1-5pm:
 - Thursday, September 19th, 2019
 - Thursday, October 3rd, 2019
 - Thursday, October 17th, 2019
 - Thursday, October 31st, 2019
 - Thursday, November 14th, 2019
 - Thursday, December 5th, 2019
 - Social Justice and Public Libraries: Equity Starts With Us, October 28-29, Chicago Public Library
 - School and Public Library Partnerships, October 3-4, 2019, Indianapolis Public Library
 - 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

e. Consent Agenda

- Minutes of the July 18, 2019 board meeting
- Vouchers and credit card purchases from previous month
- Personnel Report:
 - Termination, PT, Amber Breu
- Dashboard report for previous month

Mr. O'Hagan moved and Mr. O'Connell seconded a motion to approve the Consent Agenda. Motion carried.

f. Items for the Next Agenda

- a. Employee Handbook revisions
- b. Update from David Jakes
- c. Architect's proposal
- d. Library board retreat/workday

g. Next regular meeting date is September 19, 2019

At 6:28pm, there being no further business, the meeting was adjourned.

Jessica MacPhail
Recording Secretary