



75 7th Street
Racine, WI 53403

P 262-636-9217
W racinelibrary.info

Racine Public Library Board of Trustees May 2021 **APPROVED Meeting Minutes**

A regular meeting of the Racine Public Library Board of Trustees was held May 20th, 2021 at 4:30 pm via a hybrid fashion (video conference and in-person) due to the COVID-19 global pandemic.

Board Members present: Tracy Austin, Freda Barkley (new RPL Trustee), Angelina Cruz, Melissa Kaprelian, James O'Hagan, Ahmad Qawi, Chris Terry, Sue Trottier.

Staff Members present: Executive Director Angela Zimmermann, Business Manager Dan Schultz Head of Adult and Youth Services, Darcy Mohr, and Technical Assistant, Matthew Jerke were also present.

Excused Board Members: Brian O Connell

(Maurice Horton is no longer a member of the Board.)

- 1. Call to Order.** Meeting was called to order at 4:30 pm.
- 2. Introductions.** New Board member Freda Barkley was introduced. Freda is the Finance Manager for Women's and Children's Horizons.
- 3. Comments from the Public.** None
- 4. Correspondence.** None
- 5. Consent Agenda.** James O'Hagan made a motion to accept the consent agenda and Chris Terry seconded. Motion passed.
- 6. Reports.**

RPL Board President – Tracy Austin had sent an email to all Board members a few weeks ago announcing her resignation, due to her no longer living in the area. Tracy thanked James O'Hagan for bringing her to the Board a few years ago, as this has been a very rewarding experience for her and she is excited about the future of the library and the changes that are forthcoming. Tracy thanked Darcy Mohr, Bob Margis and Dan Schultz for their extra work last year while we were without an Executive Director. Melissa Kaprelian thanked Tracy for her excellent leadership this past year, throughout the pandemic, the search for the new director and the beginning of the implementation of the strategic plan.

City Council Liaison – Melissa Kaprelian explained the revision of the mask mandate by the city. For people who have been vaccinated, masks are no longer required.

RPL Foundation – Sue Trottier mentioned that the Foundation will next meet on June 10th.

RUSD Liaison – Students are continuing to wear masks and in-person summer school will take place.

Executive Director - The building physically opened for patrons on April 19th, and things are going very well and maximum capacity has not been reached on any day.

Furniture is starting to be moved back into the building and the maximum time a patron can be in the library has been increased from 45 minutes to 2 hours.

Work continues on the new website and is targeted to be done by July 1st. Angela and the leadership team have continued to meet with the architects regarding the second floor renovation and the architects will be meeting with the Buildings and Grounds Committee on June 9th. The staff has provided input on the requirements for the second bookmobile and these requirements have been sent to the vendor. Food trucks have been outside the library on Wednesdays and is being well received. Various other programs and initiatives are slowly beginning to normalize again. The staff will receive a free lunch next Wednesday, in place of the traditional year end celebration that did not take place at the end of 2020.

7. New Business

A) Discussion on RPL's Phased Reopening Policy in relation to the requirement of masks/face coverings within the building - – Discussion / Action:

Discussion took place regarding what the requirement for masks would be at RPL, given the revision of the mask mandate for the city. A motion was made by James O'Hagan and seconded by Melissa Kaprelian, that masks would be required for anyone in the Children's area and the wearing of masks would be encouraged in the other parts of the Library. Motion was passed. Signs stating the new policy will be created and posted throughout the building.

B) Meet & Greet with RPL Staff Member Matthew Jerke, Technical Assistant: Matt Jerke, Technical Assistant was introduced. Matt gave a brief summary of his 10 years and the library and gave a few wonderful examples of how he has helped patrons with various technical needs. Additionally, he has worked with various classes available to the public including Computer Basics, Girls who Code, and other research programs. He has also visited and been involved with RUSD during Teen week. He sees the Library as a hub for people to meet, learn and have fun. When asked by the Board what else he would like to see in the Tech Department, he replied "more staff".

C) Recommendation from the Finance & Personnel Committee to move the money from the New Facilities Fund that is not specifically restricted to the purchase of a new building, to a money market account with BMO Financial Group – Discussion / Action: James O'Hagan made the motion and Ahmad Qawi seconded it, to have the money in the New Facilities fund (approximately 1,150,000) moved to a money market account. Business Manager, Dan Schultz explained that we will need this money this year for the second floor renovation and we don't want to have to be concerned with the movement of the market. Motion passed.

D) Recommendation from the Finance & Personnel Committee to move the money from the Furnishings Fund to a money market account with BMO Financial Group –

Discussion / Action: James O'Hagan made the motion and Ahmad Qawi seconded it, to have the money in the Furnishings fund (approximately \$530,000) moved to a money market account. New furniture will be purchased along with the renovation. Motion Passed.

- E) Recommendation from the Finance & Personnel Committee to accept the proposed new job description for hiring of a licensed Social Worker – Discussion / Action:** The Finance and Personnel committee is recommending the approval of the proposed job description for a full time social worker. Executive Director Angela Zimmermann justified her reasoning behind rethinking the vacant Youth Services Librarian position funds to be utilized toward the hiring of a much needed Social Worker at RPL. Head of Adult and Youth Services, Darcy Mohr also explained her research of this issue for the past five years and why this position is needed. RPL will work with the City HR for the posting of the position, the hiring of a candidate, and various job review procedures. James O'Hagan made the motion to accept the position and Sue Trottier seconded it. Motion passed.
- F) RPL Board Bylaws, Article II / Section 1. Numbers and Qualifications. RPL Bylaws to reflect Chapter 43 State Statutes in regards to number of trustees which comprise the Racine Public Library Board of Trustees, the governing body of the library – Discussion / Action:** Sue Trottier made a motion and Ahmad Qawi seconded, to have the bylaws revised to properly reflect the Chapter 43 state statutes with regards to the number of trustees on the Board and who appoints them. Motion passed.
- G) and H): DPI Trustee Essentials TE7: The Library Board and Library Personnel and DPI Trustee Essentials TE8: Developing the Library Budget:** The Board is continuing to review the DPI Trustee Essentials at each meeting.

8. Referral Items. None

9. Confirmation of Next Meetings:

Buildings and Grounds Committee will meet June 9th.

The next Board of Trustees regular meeting will be on June 17th, and nominating committee will take place for officers. Members interested in pursuing an office should contact James O'Hagan ahead of time. James will chair the June 17th meeting.

10. Adjournment – Brian O'Connell made the motion and Sue Trottier seconded it, and meeting was adjourned at 5:40 pm.