

RACINE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
December 19, 2019 at 4:30 pm  
Emily Lee Room  
AGENDA

- I. Call to Order
- II. Public Comment
- III. Discussion of the Future of the Library
  - a. Report from Darcy Mohr on Social Worker Intern
  - b. President's Report
    - i. Strategic Planning Process
    - ii. Meeting with patron
    - iii. Meeting regarding potential coffee house
- IV. Liaison reports
  - a. Report from City Council designee (Mr. Horton)
  - b. Report from RUSD designee (Mr. O'Connell)
  - c. Report from RPL Foundation (Ms. Trottier)
  - d. Report from Friends of the Library liaison (Ms. Craig)
- V. Old Business
- VI. New Business
  - a. Financial Statements, September and October 2019 (enclosure 1)
  - b. Set meeting of Building and Grounds Committee (enclosure 2)
    - i. 4:30pm January 2, 6, 7, 8, or 9?
  - c. Holiday Party for staff

Action Plan: Library board recognizes library employees by funding part of the cost of an annual holiday party for them; also, a recognition lunch shall be held every year to celebrate all staff celebrating five-year Increments of library service, paid from the library's endowment funds

Who: Executive Director and Library Board

Timeline: By November 30, 2019, the staff will have the funds for part of the cost of a holiday party and recognition lunch

Progress: September 19, 2019, request funding from library board (in 2018, \$1000 was approved); recognition breakfast has been scheduled for October 18, 2019.  
December 19, 2019, request funding from Boernke Fund for holiday party; in 2018, \$1000 was approved.

**d. Meeting Room Policy**

**Outcome:** Patrons, board and staff are protected by policies that are inclusive and respectful

**Action Plan:** Policies will be reviewed for inclusivity and respect; actions taken as a result of following the policies will be reviewed for inclusivity and respect; Community Inclusivity Team or Community Advisory Board will be created

**Who:** Executive Director (and Inclusivity Team)

**Timeline:** By December 31, 2019 all current policies will be reviewed, using the Inclusive Services Institute's "Inclusive Services Assessment and Guide for Wisconsin Public Libraries"

**Progress:** March 27, 2019, management staff met to begin going over the assessment  
December 19, 2019, revised meeting room policy presented to library board (enclosure 3)

**e. Budgeting**

**Outcome:** Patrons have positive experiences in a dynamic, participatory, people-focused, trusted organization that is adequately funded, during hours and at locations that are convenient to them

**Action Plan:** Patrons are served by an adequately funded library

**Who:** City of Racine, Racine County, Library Board

**Timeline:** By December 31, 2019, approve 2020 budget including adequate funding for library

**Progress:** July 18, 2019, Melissa Donaldson presents Technology Budget to the library board  
August 15, 2019, the 2020 budget request was approved by the library board  
September 9, 2019, Executive Director met with the Mayor and city finance team  
November 12, 2019, City of Racine adopted 2020 budget. Property taxes from City of Racine, \$2,504,816 (impact: no increase in staff hours, vacant positions not filled), CIP budget, \$31,800 (impact: technology budget will be adjusted, other revenue sources identified)

December 12, 2019, Library Foundation asked to help fund the gap in funding for technology.

December 19, 2019, library board asked to fund remaining gap in funding for technology from carryover funds.

**VI. Information**

- a. Process for evaluation of Executive Director (enclosure 4)
- b. Reports from Executive Director on attendance at conferences (enclosure 5)
- c. Final drawings for RFID equipment sent to architect, installation set for April 2020 (see FYI materials for drawings)
- d. Report of Upcoming continuing education opportunities for trustees:
  - 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

**VII. Consent Agenda**

- Minutes of the October 17, 2019 and November 21, 2019 board meetings (enclosure 6)
- Vouchers and credit card purchases from previous month (enclosure 7)
- Personnel Report:
  - Terminations, PT
    - Mary Ann Skold - Professional Substitute
    - Susan Kowbel-Keller - Professional Substitute
- Dashboard report for previous month (enclosure 8)

**VIII. Items for the Next Agenda**

- a. Road Map to 2020 wrap-up
- b. Employee Handbook revisions
- c. Patron privacy audit – “The library has explicit policies for technology product and service partnerships”

**IX. Next regular meeting date is January 16, 2020**

**X. Adjournment**

If you have accessibility needs or need information interpreted for you, please call the Racine Public Library’s Business Office at (262) 636-9170 at least 72 hours prior to the meeting.