

RACINE PUBLIC LIBRARY
BOARD OF TRUSTEES
January 16, 2020 at 4:30 pm
Emily Lee Room
AGENDA

- I. Call to Order
 - II. Public Comment
 - III. Discussion of the Future of the Library
 - a. **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. Committee Reports
 - a. Building and Grounds Committee, January 9, 2019 (minutes to be presented at meeting)
 - VI. Old Business
 - VI. New Business
 - a. **Financial Statements, September, October and November 2019 (enclosure 1)**
 - b. **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.
January 16, 2020, request funding from Boernke Fund for holiday party, carried forward from December; in 2018, \$1000 was approved.

c. **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
January 16, 2020, revised meeting room policy presented to library board, carried forward from December (enclosure 2)

d. **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; decision postponed until after library board meets.
January 16, 2020, library board asked to fund remaining gap in funding for technology from carryover funds, carried forward from December (enclosure 3)
Action Plan: Purchase eBooks in 2019 and 2020 using funds from Library Materials Fund
Who: Executive Director, Darcy Mohr
Timeline: Annual
Progress: January 17, 2019, library board approves the 2019 distribution of \$17,173 from the Library Materials Fund using Unitrust distribution method to purchase eBooks.
January 16, 2020, request use of 2020 distribution of \$17,720 from the Library Materials Fund using Unitrust distribution method to purchase eBooks (enclosure 4)

VII. Information

- a. Process for evaluation of Executive Director (enclosure 5)
- b. 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

VIII. Consent Agenda

- Minutes of the October 17, 2019 and November 21, 2019 board meetings (enclosure 6)
- Vouchers and credit card purchases from previous months (enclosure 7)
- Personnel Report:
 - PT Terms:
 - Deborah Yale - Professional Substitute
 - Sue Griego - Professional Substitute
 - PT New Hire:
 - Megan Howard - Professional Substitute
 - Jay Dougherty - Professional Substitute
- Dashboard report for previous months (enclosure 8)

IX. 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”
- d. Executive Director performance review

X. Next regular meeting date is February 20, 2020

XI. 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.