

RACINE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
August 15, 2019 at 4:30 pm  
Emily Lee Room  
AGENDA

- I. Call to Order
  - a. Welcome Alder Maurice Horton, new City Council representative, replacing Alder Mollie Jones
- II. Public Comment
- III. Discussion of the Future of the Library
  - a. Road to 2020 – Goals for 2020
- IV. Committee reports
  - a. Building and Grounds, August 13, 2019 (Architects Proposal)
  - b. Finance and Personnel, August 15, 2019 (2020 budget)
- V. Liaison reports
  - a. Report from City Council designee (Mr. Horton)
  - 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)
- VI. Old Business

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

**FACILITY**

- a. **Outcome:** Patrons have questions answered efficiently and issues resolved effectively by appropriate staff, minimizing being referred to another service desk

Action Plan: Investigate possibility of using a “call center” to allow staff more time for face-to-face help and outreach activities

Who: Managers

Timeline: By December 31, 2019, develop recommendation for library board

Progress: January 26, 2017, visit Arlington Heights Public Library.

June 28 and July 3, 2019, two all-staff meetings were held to discuss the process being used to analyze and redesign service points, including a call center

July 18, 2019, presentation to library board held on the planning process being used.

August 13, 2019, proposal from architects presented to Building & Grounds Committee (enclosure 1).

GOAL ONGOING

**b. 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

**c. 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 (enclosure 2)

GOAL ONGOING

**d. New Business**

**a. Financial Statement (enclosure 3)**

**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 21<sup>st</sup> 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 (enclosure 4)

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 (enclosure 5)

## 3. 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 (to be presented at the meeting)

## 4. 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 (enclosure 6)

e. Information

a. ALA reports – Ms. Austin, Dr. Craig, Mr. O’Connell

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

f. Consent Agenda

- Minutes of the July 18, 2019 board meeting (enclosure 7)
- Vouchers and credit card purchases from previous month (enclosure 8)
- Personnel Report:
  - Termination, PT, Amber Breu
- Dashboard report for previous month (enclosure 9)

g. Items for the Next Agenda

a. Employee Handbook revisions

*h.* Next regular meeting date is September 19, 2019

*i.* 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.