



75 7th Street
Racine, WI 53403

P (262)636-9217
W racinelibrary.info

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

A regular meeting of the Racine Public Library Board of Trustees was held 18 February 2021 at 4:30 PM via video conference due to the COVID-19 global pandemic.

Board Members present (via Zoom): Brian O’Connell, James O’Hagan, Maurice Horton, Melissa Kaprellian, Ahmad Qawi, Chris Terry, Sue Trottier. Executive Director Angela Zimmermann, Business Manager Daniel Schultz, and staff member Nick Demske also attended.

Excused: Tracy Austin, Absent: Angelina Cruz

1. **Call to Order.** The meeting was called to order at 4:30 pm.
2. **Introductions.** None.
3. **Comments from the public.** No members of the public were present nor had asked to speak.
4. **Correspondence.** None.
5. **Consent Agenda.** Brian O’Connell made the motion and Maurice Horton seconded it to approve all parts of the February Consent Agenda (January 2021 minutes, monthly invoices and credit card purchases, and December 2020 Financial Report).

6. Reports.

RPL Board President’s Report. Nothing to report.

City Council Liaison. Maurice Horton reported that the Transmit committee has not met in a while. He will meet with Angela to find out what parking spaces should be designate for free for patrons.

RPL Foundation Report. Angela will look at possibly revising the Appeal Letter.

RUSD: Some students should be returning to the physical classroom on March 1st.

Personnel Committee: The committee will be meeting in the next few weeks to finalize the goals and performance contract for Angela for 2021.

7. New Business (Discussion/Action Items)

- a) **Approve 4% (\$19,000) Annual Unitrust Distribution from the Library Materials Fund – Action.** Sue Trottier made the motion and Brian O’Connell seconded, to distribute approximately \$19,000 from the Materials fund for Ebooks and other non-traditional materials. This represents 4% of the fund, which has a current balance of \$539,000. Motion carried.
- b) **Approve 2020 RPL State Annual Report / Authorize Board President and Executive Director to sign – Action.** Sue Trottier made the motion and Ahmad Qawi seconded the motion. Motion carried.
- c) **Approve 2020 Library System Effectiveness Statement – Action.** Sue Trottier made the motion and Ahmad Qawi seconded the motion. Motion carried.

- d) **Approve recommended changes to the Circulation Policy – Action.** The small revisions to the Circulation Policy were approved. Sue Trottier made the motion and Brian O’Connell seconded. Motion carried.
- e) **Approve 2021 Memorandum of Agreement for County Funding – Action.** Sue Trottier made the motion and Maurice Horton seconded it, to approve the country funding agreement with the Lakeshores Library System. Motion carried.
- f) **2nd Floor Renovation – Discussion.** Discussion took place regarding renovating the second floor in 2021. The Board will not be considering any other locations for at least the next year or so. The land sale account can be used for second floor renovations.
- g) **Executive Director’s 2021 Goals – Discussion / Action.** These were tabled for the March meeting.
- h) **DPI Trustee Essentials TE1: The Trustee Job Description – Discussion.** The first two chapters were reviewed in the Trustee Handbook. Chapters 3 and 4 will be discussed at the next meeting.
- i) **DPI Trustee Essentials TE2: Who Runs the Library – Discussion.** The first two chapters were reviewed in the Trustee Handbook. Chapters 3 and 4 will be discussed at the next meeting.

8. **Referral Items.** None.

9. **Confirmation of Next Meeting:** Thursday, March 18th, 2021 at 4:30 pm

10. **Adjournment.** Meeting was adjourned at 5:30 p.m. Motion made by Ahmad Qawi, seconded by Sue Trottier. Motion carried.

Submitted by Sue Trottier