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## **Racine Public Library Board of Trustees March 2021 APPROVED Meeting Minutes**

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

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

Excused: Angelina Cruz, Absent: Melissa Kaprelian

- 1. Call to Order.** The meeting was called to order at 4:30 pm.
- 2. Introductions.** Melissa Donaldson, Digital Services and Innovation Coordinator from the RPL Tech Team was present, as well as Nick Demske, Community Resources Librarian.
- 3. Comments from the Public – None**
- 4. Correspondence – None**
- 5. Consent Agenda-** Discussion was had about having the current month's financials included. A. Zimmermann will work with D. Schultz to obtain this current information for the next meeting. Sue Trottier made the motion to accept the Consent Agenda and Brian O'Connell seconded. Motion passed.

### **6. Reports**

*Board President* – Tracy mentioned that the staff has been working hard and is excited about the upcoming changes and implementation of the Strategic Plan.

*City Council Liaison* – Maurice Horton met with Angie, took pictures of the lot with 70 or so spaces, and has written the proposal for RPL's request for free parking for our Members. He and Angie will present this request at the DPW meeting on 4/13. The Board is encouraged to attend this meeting and provide any necessary input.

*RPL Foundation* – Nothing to Report.

*RUSD* – Students are back in the buildings.

*Finance and Personnel Committee* – The committee met on 3/1 and drafted the goals for Angie for 2021. The committee will meet mid-year for a 6-month review. Also, the committee members will select a new evaluation form for the upcoming year.

*Executive Director-* Angie has talked with the Mayor and is hopeful to have the library open in some capacity in the next few months. Many of the staff have already been vaccinated and more are in the process. In addition to the money that the city/county will be receiving from the federal government, money is also specifically being allotted

to libraries through the American Rescue Plan. Angie has begun meeting with the architect for the second floor renovation.

## **7. New Business**

- A. Executive Director's 2021 Goals** – Sue Trottier made the motion and Maurice Horton seconded the motion, to approve the 2021 goals as outlined by the Personnel committee. Motion passed.
- B. Approve \$20,000 from the Mander Bequest Fund to award DesignsTouch the RPL website redevelopment project.** James O'Hagan made the motion and Brian O'Connell seconded it, to approve \$20,000 for new website design with Designs Touch.
- C. Approve \$13,000 from the Mander Bequest Fund for SirsiDynix Community Engagement Platform, Branding and Events Calendar.** Sue Trottier made the motion and James O'Hagan seconded it, to approve \$13,000 to hire SirsiDynix to develop a new marketing platform. Melissa Donaldson explained how and why this vendor was selected. Motion passed.
- D. Approval to extend free prints, copies, and faxes for the public through June 30<sup>th</sup>, 2021.** Brian O'Connell made the motion and James O'Hagan seconded it, to continue to offer free copies and faxing to members. Motion passed.
- E. Approve Pandemic Interim Service Policy & Procedures.** Sue Trottier made the motion and James O'Hagan seconded it, to approve the Pandemic Interim Service plan that was created and will be passed to the Health Dept. Motion passed.
- F. Approve \$3,500 from the Boernke Fund for RPL logowear and apparel for staff.** Sue Trottier made the motion and James O'Hagan seconded it, to approve \$3500 to be taken from the Boernke Fund to purchase various RPL logowear for the staff and board. This was last done five years ago. Motion passed.
- G. DPI Trustee Essentials.** A review of chapters three and four of The Trustees Essentials document took place. Angie will distribute the bylaws to the board. Everyone should review the various term lengths. New officer nominations will take place in a few months.

## **8. Referral Items – None**

- 9. Confirmation of Next Meetings** - April 13<sup>th</sup>-DPW meeting over parking, April 15<sup>th</sup> – Regular Library Board Meeting and April 22<sup>nd</sup> – Finance & Personnel Meeting.
- 10. Adjournment** – Brian O'Connell made the motion and Sue Trottier seconded it, and meeting was adjourned at 5:30 pm.