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

A regular meeting of the Racine Public Library Board of Trustees was held April 15<sup>th</sup>, 2021 at 4:30 pm via video conference due to the COVID-19 global pandemic.

Board Members present (via Zoom): Tracy Austin, Melissa Kaprelian Brian O'Connell, Chris Terry, Sue Trottier, and Executive Director Angela Zimmermann, Business Manager Dan Schultz, Head of Adult and Youth Services Darcy Mohr, and staff members Katie Day and Nick Demske, and Social Work Intern Carly Wichus also attended.

Board Members Maurice Horton and Ahmad Qawi were absent / Angelina Cruz and James O'Hagan were excused.

- 1. Call to Order** - Meeting was called to order at 4:30 pm.
- 2. Introductions** - Carly Wichus, Social Work Intern was introduced. Katie Day, Circulation Clerk and Home Delivery Services Coordinator was introduced.
- 3. Comments from the Public** – None.
- 4. Correspondence** – None.
- 5. Consent Agenda** - The Board was happy with the new format of the financial information. Sue Trottier asked for more information on the various trusts fund accounts. This will be available at the next meeting. Brian O'Connell made the motion to accept the Consent Agenda and Melissa Kaprelian seconded. Motion passed.

### **6. Reports**

*Board President* – Tracy mentioned that unfortunately, the free parking for the Library was removed from the agenda for the Public Works meeting that took place earlier in the week (April 13<sup>th</sup> was the meeting). Alderman Jones had notified RPL of this ahead of time and will investigate to see what happened. Tracy congratulated the staff on working hard the past few months and preparing the library for the limited opening on April 19<sup>th</sup>. Tracy congratulated Melissa Kaprelian on her winning her Alderman position.  
*City Council Liaison* – None.

*RPL Foundation* – Sue Trottier mentioned that the Foundation has not met since the last Board meeting, but will be meeting with Angela to revise the appeal letter.

*RUSD* – None.

*Executive Director*- The building will open on a somewhat limited basis on Monday, April 19<sup>th</sup> and most of the staff (except for the call center) will be in the building. The number of patrons will be limited to 50 at one time and will only be allowed to stay for a maximum of 45 minutes. Angie and the leadership team have met with the architects for the second floor renovation. They have brought forth five design plans so far and will

be back with more revisions and costs. A complete revision of the RPL website has begun and will probably take 6-8 weeks.

## 7. New Business

- A. **Presentation by Carly Wichus, Social Work Intern at RPL:** A presentation was made by Carly Wichus, Social Work intern from Carthage College for the last 2 semesters. She gave an excellent presentation regarding the number of trauma events children face and the possibility of having a multi-sensory room in the library to help these young people cope.
- B. **Meet & Greet with RPL Staff Member Katie Day, Circulation Clerk & Home Delivery Service Coordinator:** Katie Day has worked at RPL for 18 years and is currently a Circulation Clerk and is in charge of the Library's Home Delivery Service program. She gave an excellent presentation and heartfelt description of the program. Especially during COVID, this outreach to patrons was definitely important and appreciated, and helped people maintain some independence.
- C. **Approve recommended changes to the Homebound Policy (to be renamed Home Delivery Services Policy):** Sue Trottier made the motion and Melissa Kaprelian seconded, to have the current Homebound policy revised and name changed to the Home Delivery Services Policy. Motion was passed.
- D. **Disposition of Ritchie W. Falk Bequest: Recommendation from RPL Administration for funds to be distributed similar to the Mander Bequest Fund:** Brian O'Connell made the motion and Chris Terry seconded the motion, to have the Funds received by the Ritchie Falk Bequest to be distributed in a manner similar to the Mander Bequest Fund. Motion Passed.
- E. **Approve City of Racine Dress Code Policy to be incorporated into the RPL Employee Handbook, Section 6.15, Personal Appearance:** Much discussion took place regarding a revised dress code policy. The revisions had been taken from the City's policy. Angela will look at some additional policies and this topic will be revisited in June.
- F. **Approve recommended changes to the Programming Policy (incorporating RPL's current Programming, Group Visits, Outreach Programming into one):** Brian O'Connell made the motion and Chris Terry seconded it, to revise/combine/streamline various policies into a new Programming policy. Motion passed.
- G. **Approve funds to be utilized from the Emily Lee Fund for a 2<sup>nd</sup> and backup book truck to act as a hybrid book and smart mobile. Funds to not exceed \$200,000 and to be sole sourced to LDV Specialty Vehicles, Inc.** Angela explained the need for a 2<sup>nd</sup> backup book truck to act as a hybrid truck and smart mobile. This truck will be used at various special events across the county, as well as a back up to the bookmobile. Sue Trottier made the motion and Chris Terry seconded it, to approve \$200,000 to be taken from the Emily Lee Fund to be used to buy and retrofit a vehicle from LDV Specialty Vehicles, Inc. The motion passed.

8. Referral Items – None.

9. Confirmation of Next Meetings -

The Finance and Personnel Committee will meet on Thursday, April 22nd at 4:30 pm for the annual investment review.

The next regular Library Board meeting is Thursday, May 20<sup>th</sup> at 4:30 pm. Since the building will be open, Board members can meet in the conference room, if their schedule allows and the meeting shall be conducted in a hybrid fashion.

**10. Adjournment** – Brian O’Connell made the motion and Sue Trottier seconded it, and meeting was adjourned at 6:15 pm.