



75 7th Street
Racine, WI 53403

P 262-636-9217
W racinelibrary.info

Racine Public Library Board of Trustees June 2021 APPROVED Meeting Minutes

A regular monthly meeting of the Racine Public Library Board of Trustees was held June 17th, 2021 at 4:30 pm via a hybrid fashion (video conference and in-person) due to the COVID-19 global pandemic.

Board Members present: Angelina Cruz, Rebecca Hornung, Melissa Kaprelian, James O'Hagan, Ahmad Qawi, Chris Terry, Sue Trottier. Executive Director Angela Zimmermann and Business Manager Dan Schultz were also present. Bob Margis - Head of Circulation/TSD/Outreach/Security and Tracy Austin - Board President Emeritus were also present.

Excused Board Members: Brian O Connell

Absent Board Members: Freda Barkley

- 1. Call to Order.** Meeting was called to order at 4:32 pm.
- 2. Introductions.** New Board member Rebecca Hornung was introduced. Rebecca Hornung is the Chair of the Social Work Department and Associate Professor at Carthage College.
- 3. Comments from the Public.** None
- 4. Correspondence.** None
- 5. Consent Agenda.** Sue Trottier made a motion to accept the Consent Agenda and Chris Terry seconded. Motion passed.
- 6. Reports.**

RPL Board President – James O'Hagan is acting president, due to the end of Tracy Austin's term. No report.

City Council Liaison – Melissa Kaprelian mentioned that the new City-purchased scooters would be in downtown Racine. City Common Council does not meet in June and resumes July 20th.

RPL Foundation – Sue Trottier mentioned that the Foundation will be sending out the annual appeal letter in November. Work on the letter has begun.

RUSD Liaison – Summer school will start soon.

Finance & Personnel Committee - The committee is making a recommendation to the Board for a new organizational chart and the new position of a Head of Business Development Manager. These changes will help build a more cohesive staff, improve

customer service and are in line with the strategic plan. Cross training of staff will continue to take place. Due to two retirements, the new changes should have a very minimal financial impact to the budget. The FTE count will remain the same. The committee is in agreement with Angie's vision and will be making the recommendation to the full Board.

Building and Grounds Committee – The committee is making a recommendation to the board to begin a \$2 million dollar base project renovation for the second floor and possible additional enhancements as well, depending upon donations. Angie and the staff have met with the architects quite a few times over the past few months and have come up with various base changes that will cost approximately \$2 million dollars and additional enhancements that will cost approximately another \$2 million dollars. There is about \$2 million dollars currently available for building enhancements and furniture within the various Library trust funds and the Library Foundation.

Executive Report -See the full Executive Director report that was emailed to all members and can be found within the meeting packet.

7. New Business (Discussion/Action Items)

a) Farewell and Thank You to Robert Margis, Head of

Circulation/TSD/Outreach/Security; retiring after 39 years of service to RPL:

Bob will be retiring after 39 years of an effective and rewarding career at RPL. Bob has seen many changes at RPL, with probably the most exciting being the implementation of the online catalog, as well as numerous other technology advancements. He has always been a champion of improving customer service. The entire Board thanked Bob for his 39 years of dedication. Bob is excited about the future of the library.

b) Recommendation from the Finance & Personnel Committee to approve RPL's Updated Organizational Chart:

Personnel Committee – See above. Sue Trottier made the motion and Melissa Kaprelian seconded it, to approve the new organizational chart. The motion passed.

c) Recommendation from the Finance & Personnel Committee to approve job description for the Head of Business Development:

Personnel Committee – See above. Sue Trottier made the motion and Melissa Kaprelian seconded it, to approve the Head of Business Development position. The motion passed.

d) RPL Board Bylaws, Article III / Section 1. Officers. RPL Bylaws state that 'Officers shall serve a term of one year from the time they are elected. An officer may be reelected, provided that it does not result in holding the same office for more than two consecutive years'. Discussion on increasing the service time of officers:

The current Bylaws for the Board state that officers' terms are only for one year (officers may be reelected, provided that it does not result in holding the same office for more than two consecutive years). A recommendation for this item to be placed on the June agenda was made by Brian O'Connell to increase all of the terms to two

years. A discussion took place regarding whether or not an officer could serve consecutive terms. It was decided that we wanted all board members to have a chance to participate and allowing consecutive terms may hinder that involvement. Melissa Kaprelian made the motion for the officer positions to be for two years, beginning in July, and to not allow consecutive terms. Sue Trottier seconded it. The motion passed.

e) Meeting Chair James O’Hagan to appoint a Nominating Committee for the President, Vice President and Secretary positions to be elected at the annual meeting in July:

A nominating committee for new officers of Angelina Cruz, Melissa Kaprelian, Brian O’Connell, and James O’Hagan was formed. Nominations will take place early in the July meeting, and then the new officers will immediately be installed.

f) Presentation from Product Design & Architects on the 2nd floor renderings:

Dan Pohrte and Tiffany Nash from Product Architecture + Design made a presentation for the second floor renovation. They showed a rendering of each new area of the floor (see floor plan and costs that were emailed with the meeting packet). It will take approximately six months to create the drawings for the contractors. These drawings need to be done before bidding process can begin. The firm will work with the City on this process. If possible, we want to use local and diverse contractors. It is expected for the actual renovation to take between six-eight months. The same process will hold true for the additional phases as well (six months for drawing before bidding). Angie will begin talking to various businesses in town to see if a few large donations can be obtained early on, which might allow us to consider some of the alternative or phase two renovations.

g) Recommendation from the Building & Grounds Committee to move forward with the base project for the 2nd floor:

Sue Trottier made the motion and Melissa Kaprelian seconded it, to approve the base project portion of the second floor renovation. The motion passed.

h) DPI Trustee Essentials TE9: Managing the Library’s Money:

The review of the DPI Trustee Essentials was tabled until the July meeting. The Board is continuing to review the Trustee Essentials, put out by the Department of Public Instruction.

i) DPI Trustee Essentials TE10: Developing Essential Library’s Policies:

The review of the DPI Trustee Essentials was tabled until the July meeting. The Board is continuing to review the Trustee Essentials, put out by the Department of Public Instruction.

8. Referral Items. None

9. Confirmation of Next Meetings.

The next regular Library Board meeting will be July 15th. The next Finance & Personnel Committee meeting will be scheduled soon.

10. Adjournment. Sue Trottier made the motion to adjourn and James O’Hagan seconded it. Meeting was adjourned at 6:00 pm.