

RACINE PUBLIC LIBRARY

BOARD OF TRUSTEES

April 16, 2020 at 4:30 pm

via **Zoom**

Join Zoom Meeting

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MINUTES

SPECIAL NOTE – LIBRARY CLOSED BY ORDER OF THE GOVERNOR BEGINNING MARCH 16, 2020 DUE TO COVID-19 PANDEMIC PROTOCOL

President Tracy Austin called the meeting to order at 4:30pm via Zoom with a verbal roll call.

Present via Zoom: Tracy Austin, Nat Coffman, Melissa Kaprelian, Brian O’Connell, James O’Hagan, Ahmad Qawi, and Sue Trottier. Also present via Zoom were Jessica MacPhail, Executive Director; Dan Schultz, Business Manager; consultant David Jakes; and staff members Nick Demske, Melissa Donaldson, Sue McGrath, Darcy Mohr and Terrence Woods. Board members Marie Craig, Angela Cruz, Maurice Horton and Michele Woods were excused. Board member Chris Terry was absent.

New Business

- a. Mr. O'Hagan moved and Ms. Kaprelian seconded approval of the bylaws revision, due to COVID-19 pandemic. Motion carried.

Public Comment (via **Zoom** due to COVID-19 pandemic protocol): Staff member Nick Demske said he was looking forward to the presentation by David Jakes.

Committee Report

- a. Mr. O'Hagan moved and Mr. Qawi seconded the recommendation of the members of the Search Committee to hire the firm of John Keister and Associates, LLC, to conduct the search at a cost of \$18,000, those funds coming from the Boerne Fund. Motion carried. The Search Committee consists of Autumn Latimore from the Friends of the Library, Marie Craig, Melissa Kaprelian, James O'Hagan, Ahmad Qawi and Sue Trottier, along with Board President Tracy Austin.

New Business

- a. Presentation by David Jakes on the new 5 Year Strategic Plan for the Racine Public Library. Mr. Qawi moved and Mr. O'Connell seconded approval of the plan.
- b. Mr. O'Hagan moved and Mr. Qawi seconded approval of the new City Employee Handbook policy on emergency leave due to federal legislation in response to the COVID-19 pandemic: Families First Coronavirus Response Act (FFCRA) and Emergency Family and Medical Leave Expansion Act (EFMLEA). Motion carried.
- c. Annual Report to DPI was not available yet.

Information

- a. Library services being provided online
 - i. Programming
 - ii. Virtual reference
- b. Evaluation of Executive Director completed
- c. Project 2 (workroom) completed
- d. Project 1 (lobby) being done in small parts

Consent Agenda

Mr. O'Hagan moved and Mr. O'Connell seconded a motion to approve the Consent Agenda. Motion carried:

- Affirmation of actions from canceled March 19, 2020 board meeting; approved by Executive Director on advice of City Attorney due to COVID-19 emergency, to be affirmed at next scheduled library board meeting
 - Annual Memorandum of Agreement 2020 with Lakeshores Library System
 - Summer 2020 Bookmobile schedule April 16, 2020, new Surveillance Video policy and revised Circulation
 - Pandemic Preparedness Plan
 - Revised and further amended Employee Handbook
- Minutes of the February 20, 2020 board meeting and Building & Grounds Committee meeting
- Financial Report – unavailable
- Dashboard Report – unavailable

- Personnel Report - unavailable

Items for the Next Agenda

- b. Search Committee report
- c. Annual Report to DPI, if available

Next regular meeting date is May 21, 2020

At 6:29pm, there being no further business to conduct, the meeting was adjourned.

Jessica MacPhail
Recording Secretary