

RACINE PUBLIC LIBRARY
BOARD OF TRUSTEES
February 21, 2019 at 4:30 pm
Emily Lee Room
MINUTES

A regular monthly meeting of the Racine Public Library Board of Trustees was held on February 21, 2019 at 4:30 PM in the Emily Lee Room.

Board members Tracy Austin, Marie Craig, Mollie Jones, Melissa Kaprelian, Brian O'Connell, James O'Hagan, Ahmad Qawi, Sandra Riekoff, Sue Trottier and Michele Woods were present. Chris Terry was excused. Angelina Cruz was absent. Library Director Jessica MacPhail and Business Manager Daniel Schultz were present.

President James O'Hagan called the meeting to order at 4:30 PM.

At 4:31pm, Ms. Kaprelian moved and Ms. Austin seconded a motion to convene in closed session to discuss the annual performance evaluation of the Library Director pursuant to Wisconsin Statute 19.85(1) (c) Motion carried on a roll call vote. At 4:44 PM, Ms. Kaprelian moved to come out of closed session. Ms. Jones seconded. Motion carried.

Public Comment – none

Discussion of the Future of the Library - Road to 2020 – Goals for 2019 was presented at the meeting, for further discussion next meeting.

New Business

- a. Review of executive director was discussed in closed session. President O'Hagan and Vice President Austin will meet with the Executive Director to go over this.
- b. Action Plan: Wisconsin Department of Public Instruction Public Library Annual Report is filed accurately and on time.
Who: Executive Director
Timeline: By March 1, 2018, report is filed.
Progress: February 21, 2019, library board presented to library board for approval

Ms. Riekoff moved and Ms. Kaprelian seconded approval of the report as amended. Motion carried.

- c. Ms. Kaprelian moved and Mr. O'Connell seconded approval of the Financial Report. Motion carried.

Old Business

Date for a field trip to visit Milwaukee branch libraries is March 16, 2019; snow date is April 13, 2019

Information

- a. "Humanitarian Award for distinguished work beyond racial barriers to improve the lives of African American citizens of Racine, Wisconsin" presented to Jessica MacPhail by the Racine Heritage Committee, February 2, 2019
- b. Jessica MacPhail and Jane Schumann, Friend of the Library, attended Wisconsin Legislative Day February 11 and 12, 2019
- c. Summer Reading kickoff will be June 9, 2019, hoping to use the library parking lot and feature food trucks
- d. Meeting of the Finance and Personnel Committee set for March 21, 2019 at 3:30 to review performance of the library's investment funds and sign papers for BMO Harris
- e. Employee transfer may result in another position, if not filled with an internal candidate

Report of Upcoming continuing education opportunities for trustees:

- 2019:
 - Wisconsin Association of Public Libraries Annual Conference, May 1-3, 2019, Holiday Inn and Central Wisconsin Convention + Expo Center, Rothschild
 - American Library Association Annual Conference, June 20-25, 2019, Washington, DC
 - Wisconsin Library Association Annual Conference, October 8-11, 2019, Kalahari Resort & Convention Center, Wisconsin Dells
- 2020:
 - Public Library Association Conference, February 25–29, 2020, Nashville, Tenn.
 - Wisconsin Association of Public Libraries Annual Conference, April 29-May 1, 2020, Best Western Premier Waterfront Hotel & Convention Center, Oshkosh
 - American Library Association Annual Conference, June 25-30, 2020, Chicago, IL
 - Wisconsin Library Association Annual Conference, October 27-30, 2020, Hyatt Regency & KI Convention Center, Green Bay
- 2021:
 - American Library Association Annual Conference, June 24-29, 2021, Chicago, IL
- 2022:
 - Public Library Association Conference, March 22–26, 2022, Portland, Ore.
 - American Library Association Annual Conference, June 23-28, 2022, Washington, DC

Mr. O'Connell moved and Mr. Qawi seconded approval of the Consent Agenda. Motion carried.

- Minutes of the regular January 17, 2019 board meeting (enclosure 2)
- Vouchers and credit card purchases from previous month (enclosure 3)
- Personnel Report:
 - Term PT - Lauren Mooney - Page
 - Promotion to FT position - Kiyomi Bryson - Library Assistant
 - New Hires PT:
 - Nathan Thompkins - Bookmobile Driver
 - Holly Leto - Professional Substitute Librarian
 - FT job transfer from Circulation to ASD - Terrence Woods
- Dashboard report for previous month

Items for the Next Agenda

- a. Policies to review:
 - i. Notary Public
 - ii. Social Media
 - iii. Reference Services
 - iv. Microfilm Use
- b. DPI annual report, if necessary

Next regular meeting date is March 21, 2019. President O'Hagan will be absent, the meeting will be run by Vice-President Austin.

Adjournment at 5:10pm.

Jessica MacPhail
Recording Secretary