

RACINE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
March 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 March 21, 2019 at 4:30 PM in the Emily Lee Room.

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

Vice-President Austin called the meeting to order at 4:30pm.

- I. Public Comment - none
- II. **Ms. Riekoff moved and Mr. O’Connell seconded approval of the report of the Finance and Personnel Committee. Motion carried.**
  - a. Report from Johnson Bank
  - b. New position due to employee transfer
- III. Discussion of the Future of the Library
  - a. Road to 2020 – Goals for 2019. Ms. Riekoff reviewed the Highlights for 2018.
- IV. New Business
  - a. **Mr. O’Connell moved and Mr. Qawi seconded a motion to accept the Financial Statement. Motion carried.**
  - b. Community Value Goals - RPL is a learning institution

**Collaboration**

Outcome: Patrons benefit from RPL’s participation in state and national projects

1. Action Plan: Racine Public Library participates in a sample assessment as a follow-up to the 2015 Edge Assessment, to be completed by December 15, 2018. Because of our participation, our library will be the first to receive the new peer comparison reports and the new Edge resources and tools.

Who: Executive Director and library staff

Timeline: By December 15, the assessment will be completed.

Progress: November 28, 2018, Invitation received.

December 15, 2018, assessment completed.

February 18, 2019, results received; bug in program identified; assessment redone

February 27, 2019, new results and peer comparison received, board input requested on setting new priorities. Suggestions were provided, no action was taken.

GOAL ONGOING

2. Action Plan: Racine Public Library participates in the state's Public Library System Redesign (PLSR) project

Who: Executive Director and library staff

Timeline: The multi-year process began in 2016, anticipates delivering recommendations to the Department of Public Instruction in fall, 2018

Progress: April 3, 2018 through April 23, 2018, public comment period is open on workgroup recommendations.

June 21, 2018, model framework presented to library board for discussion and feedback.

December 20, 2018, draft report presented to library board.

February 22, 2019, final draft being developed

March 8, 2019, final report released, board input requested at next board meeting; listening session set up for Thursday, March 28, 2019 at the Racine County Ives Grove Office Complex, 14200 Washington Ave, Sturtevant, WI 53177, from 6:00 pm to 7:30 pm. No action was taken.

GOAL ONGOING

- c. Organizational Management - Patrons are served by a strong, flexible organization

Action Plan: Sell the land that was purchased by the library board for a second location, after decision of Steering Committee was not to proceed with a second facility

Who: Executive Director and library board

Timeline: June 17, 2015, letter of intent signed with NorthTerra

Progress: August 17, 2017, request for extension to February 1, 2019 by NorthTerra approved by library board pending notification regarding the status of escrow funds. Robert Henzl confirmed that escrow funds in the amount of \$2,000 were deposited with Knight Barry Title in February, 2016; these have now been transferred to the library. Laura from City Hall did find a deposit of a \$2,000 check for the land option made in January. So they are paid up, now, with a possible additional \$2,000 coming in January of 2018 if they ask for another extension.

January 18, 2018, board approved tabling for one month pending legal question.

March 15, 2018, no action was taken.

July 19, 2018, memo from NorthTerra of June 20, 2018 presented to library board:

*We are asking to further extend the contract under the same conditions and payment of \$2,000.00 until February 2020 in order to give us all some assurance that the system is fully operational to the standards of the Racine Water Utility and in full compliance of Mount Pleasant's intergovernmental agreement with the city.* The board voted to deny this request.

August 16, 2018, Keith Haas, General Manager, Racine Water and Wastewater, requests permission to delineate wetlands on Newman Road property. They did a report 10 years

ago and now they need another for some water main work along Newman Road. Library board approved his request.

October 18, 2018, library board tabled until the November 15, 2018 NorthTerra's request for an extension to November 1, 2019.

November 15, 2018, library board denied request for extension.

February 5, 2019, NorthTerra deposited \$40,000 in earnest money.

March 1, 2019, land sale was closed, received check for \$1,194,142.93 and check was temporarily deposited in New Facilities Fund; board considers where to permanently place this check.

GOAL MET

**Ms. Jones moved and Dr. Craig seconded a motion to defer this until the next board meeting. Motion carried.**

- d. Organizational Management - Patrons are served by a strong, flexible organization

**Outcome: Patrons and staff are protected by policies which are up-to-date**

Action Plan: Policies more than three years old will be reviewed and updated if necessary

Who: Library Executive Director and managers

Timeline: Annual

Progress: January 17, 2019, Naming of Library Buildings Policy reviewed

March 21, 2019, the following policies were presented for review:

Collection Development Policy (including current Library Bill of Rights, Interpretations of the Library Bill of Rights, Freedom to Read, and Freedom to View statements), amended (minor change in policy, current Statements appended)

Equipment Use Policy and Rules and Regulations, amended (major revision)

Reference Services Policy and Rules and Regulations, amended (major revision)

Display Cases Use Policy and Rules and Regulations, new

**Ms. Riehoff moved and Ms. Trottier seconded a motion to approve all the above policies. Motion carried.**

V. Old Business - none

VI. Information

- a. 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

**VII. Mr. O’Connell moved and Ms. Jones seconded approval of the Consent Agenda. Motion carried.**

- Minutes of the regular February 21, 2019 board meeting
- Vouchers and credit card purchases from previous month
- Personnel Report:
  - Termination: Gerard Boyer, PT
- Dashboard report for previous month

**VIII. Items for the Next Agenda**

- a. Library sale funds placement
- b. Social Media policy revision
- c. Employee Handbook revisions

**IX. Next regular meeting date is April 18, 2019**

**X. Adjournment**

**XI.**

Respectfully submitted,

Jessica MacPhail, Executive Director