

Board of Trustees Meeting
Minutes
21 January 2021

A regular meeting of the Racine Public Library Board of Trustees was held 21 January 2021 at 4:30 PM via video conference due to the COVID-19 global pandemic.

Board members Tracy Austin, Angelina Cruz, Melissa Kaprelian, James O'Hagan, Ahmad Qawi, Chris Terry, and Sue Trottier were present. Board members Maurice Horton and Brian O'Connell were excused. Executive Director Angela Zimmermann, Business Manager Daniel Schultz, and staff member Nick Demske also attended.

The meeting was called to order by President Tracy Austin at 4:32 PM. No members of the public were present nor had asked to speak.

Staff members Keiko Skow and Melissa Donaldson sent the board their thanks for the \$20 gift cards they received. All staff members received \$20 gift cards from the DRC as a holiday gift from the board.

Consent Agenda

It was moved by Mr. O'Hagan and seconded by Ms. Trottier to approve the minutes of the December 2020 board meeting. Motion carried.

After some discussion regarding the Financial Report, it was moved by Mr. Terry and seconded by Ms. Kaprelian to approve the other two items of the consent agenda. Motion carried.

Board President's Report – Tracy Austin

Ms. Austin attended a meeting regarding RUSD school facilities. In-person learning at the schools can't go forward at this time. Nothing has been decided regarding any free parking spaces for library patrons.

Library Foundation Report – Sue Trottier

The foundation is going to be redesigning their website and redesigning their annual appeal letter. The foundation has hired Gordon J Meier & Company, LLP to produce the bimonthly financial statements for the foundation and to continue to prepare the 990 tax return for the IRS.

Executive Director's Report – Angela Zimmermann

Ms. Zimmermann discussed her plans to expand the hours for the curbside Internet service we are currently providing. She also reported on the community organizations that she has already met with. Plans to redesign the website were also discussed.

Items for Board Action

It was moved by Mr. O'Hagan and seconded by Mr. Qawi to allow staff members involved with programming to overspend their budget of \$7,000 in the "Contracted Services" line item in the budget by \$1,160. This would "compensate" the programming budget for the \$20 gift cards (that were purchased for programming) given to staff as a holiday gift. Motion carried.

No action was taken after a status update of the Bookmobile.

It was moved by Ms. Trottier and seconded by Ms. Kaprelian to approve the city's COVID-19 Sick Leave Policy and incorporate same into the Racine Public Library Employee Handbook. Motion carried.

The Finance & Personnel Committee of the board (Ms. Kaprelian, Ms. Trottier, and Mr. Terry) will meet with Executive Director to establish goals for 2021.

The DPI Trustee Essentials document, sections one and two, were tabled for the February 2021 Board meeting.

Referral Items

No items for the next agenda were discussed.

Having no further business to discuss, the meeting adjourned at 5:38 PM.

Respectfully submitted,

Daniel Schultz
Acting Recording Secretary