

RACINE PUBLIC LIBRARY
BOARD OF TRUSTEES
January 16, 2020 at 4:30 pm
Emily Lee Room
MINUTES

The mission of the Racine Public Library is to enhance our community's quality of life by providing information, ideas, and creative works.

Vision: The Racine Public Library is a trusted source of information. Residents have positive experiences in a dynamic, participatory, people-focused organization.

Present were board members Tracy Austin, Marie Craig, Maurice Horton, Melissa Kaprelian, Brian O'Connell, James O'Hagan, Ahmad Qawi, Chris Terry and Sue Trottier. Nat Coffman and Michele Woods were excused. Angela Cruz was absent. Executive Director Jessica MacPhail and Business Manager Dan Schultz were present. Also present were James Mackessy and Sarah Reed. Call to Order at 4:35pm by President Austin.

Public Comment - None

Agenda adjusted to allow Building and Grounds Committee Report to go first, James Mackessy and Sarah Reed invited to discussion. Mr. Qawi moved and Ms. Trottier seconded approval of the proposal in the amount of \$4500 from Product Architecture + Design for the design, drawings, specs, required drawings for permit and any required bid documents for the remodeling project necessitated by the installation of the RFID equipment, using their design layout that was presented in May, 2019 and amended in December, 2019 by the RFID vendor Envisionware. Motion carried. This funding will come from the New Facilities Fund, the same source as the funding for David Jakes.

Ms. Trottier moved and Mr. Qawi seconded approval of the minutes of the Building & Grounds Committee meeting of January 9, 2019. Motion carried.

Information – the process for the evaluation of the Executive Director was discussed. Mr. Qawi is Chair of the Finance and Personnel Committee; evaluation forms will be send out next week and returned by the end of the month.

Discussion of the Future of the Library

President's Report

President Austin reported on a meeting with a library patron. Ms. Kaprelian moved and Mr. O'Hagan seconded a motion to write a letter to the patron on behalf of the library board. Motion carried.

Liaison reports

Report from City Council designee –Mr. Horton reported on the City Council committees that have merged, and on the renewal of CAR-25.

Report from RUSD - Mr. O'Hagan reported that the school district will be \$6.5 million in the hole next year and a referendum vote is expected.

Report from RPL Foundation – no meeting was held

Report from Friends of the Library liaison – Ms. Trottier stated that the Breakfast with the Authors will be examined for its focus.

Old Business - none

New Business

- a. Mr. O'Hagan moved and Mr. O'Connell seconded a motion to accept the Financial Reports for September, October and November, 2019. It was noted that the unofficial Fund Balance of \$244,332 increased by approximately \$11,000. Motion carried.
- b. Mr. Terry moved and Mr. O'Hagan seconded approval of \$1,000 from the Boernke Fund for a Holiday Party for staff. Motion carried.
- c. Ms. Trottier moved and Dr. Craig seconded approval of the revised Meeting Room Policy. Motion carried.
- d. Mr. O'Connell moved and Mr. O'Hagan seconded approval of overspending the Computer Hardware and Computer Software budget line items for Technology Funding, to be covered by the Fund Balance. Motion carried.
- e. Mr. O'Hagan moved and Dr. Craig seconded approval of the 2019 distribution of \$17,173 from the Library Materials Fund using Unitrust distribution method to purchase eBooks. Motion carried.

Report of Upcoming continuing education opportunities for trustees:

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 – there will be a bus going to ALA on Saturday, June 27, 2020

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. Terry moved and Mr. O’Connell seconded a motion to approve the Consent Agenda. Motion carried.

- Minutes of the October 17, 2019 and November 21, 2019 board meetings
- Vouchers and credit card purchases from previous months
- Personnel Report:
 - PT Terms:
 - Deborah Yale - Professional Substitute
 - Sue Griego - Professional Substitute
 - PT New Hire:
 - Megan Howard - Professional Substitute
 - Jay Dougherty - Professional Substitute
- Dashboard report for previous months

Items for the Next Agenda

- a. Finance and Personnel Committee - Executive Director performance review
- b. Building and Grounds Committee – coffee shop
- c. Road Map to 2020 wrap-up
- d. Employee Handbook revisions
- e. Patron privacy audit – “The library has explicit policies for technology product and service partnerships”

Next regular meeting date is February 20, 2020

Having no further business, the meeting was adjourned at 5:43pm.

Jessica MacPhail
Recording Secretary