



75 7th Street
Racine, WI 53403

P 262-636-9217
W racinelibrary.info

Racine Public Library Board of Trustees Minutes July 2021 **APPROVED Meeting Minutes**

A regular monthly meeting of the Racine Public Library Board of Trustees was held July 15th, 2021 at 4:30 pm via a hybrid fashion (video conference and in-person) due to the COVID-19 global pandemic.

Board Members present: Freda Barkley, Melvin Hargrove, Melissa Kaprelian, James O'Hagan, Chris Terry, and Sue Trottier. Executive Director Angela Zimmermann and Business Manager Dan Schultz were also present, as well as Nick Demske, Community Resources Librarian.

Excused Board Members: Angelina Cruz, Rebecca Hornung, Brian O'Connell, and Ahmad Qawi.

- 1. Call to Order.** Meeting was called to order at 4:31 pm.
- 2. Introductions.** New Board Member Pastor Melvin Hargrove introduced himself. He works for Racine County in the Community Impact area. He is a lifelong resident of Racine. We are excited about his support and experience.
- 3. Comments from the Public.** None
- 4. Correspondence.** None
- 5. Consent Agenda.** Chris Terry made a motion to accept the consent agenda and Sue Trottier seconded. Motion passed.

6. Reports

RPL Board President – James O'Hagan is acting as interim president. No report.

City Council Liaison – City Council did not meet last month, so Melissa Kaprelian did not have anything to report. The Common Council resumes meeting on July 20th.

RPL Foundation – The Foundation did not meet last month, so Foundation President Sue Trottier did not have anything to report.

RUSD Liaison – In-person summer school has begun.

Finance & Personnel Committee - The committee is making three recommendations to the Board. One is to create a Deputy Director position. The second position deals with the current Professional Substitute Librarian position. The name of the position will be changed and for new hires, they will not need to have a Master in Library and Information Science. Although this change is happening in various parts of the country,

RPL will be a leader in the Midwest region regarding the elimination of the Master's requirement. This change will open up the position to many more people in the community. The last change is for a new part-time Youth Services Programming Specialist. Again, a Master in Library and Information Science will not be needed. All of these changes will improve the current organizational structure and the service that RPL provides.

Executive Director – Angie has had contact with the Department of Public Works and the City, regarding the 2nd floor renovation. Members of DPW will begin to attend the meetings with the architects, consultants, and mechanical engineers and provide their insight as they provide the structural and HVAC service to the library. There was some confusion regarding the role that DPW and or the City has with regards to the renovation, but that has been cleared up. Per state statute, only the Racine Library Board has the authority to make decisions on changes to the building. The state statute reads under Powers and Duties of the Library Board, in Section 43.58 “The library board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund, and of the purchase of a site and the erection of the library building whenever authorized. The library board also shall have exclusive charge, control and custody of all lands, buildings, money or other property devised, bequeathed, given or granted to, or otherwise acquired or leased by, the municipality for library purposes.” The Library will use various trust funds for the project. Further information from the Executive Director's report can be found in the Board packet.

7. New Business (Discussion/Action Items)

A. Annual Meeting - Nominations/Elections for RPL President, Vice President, and Secretary:

Per the Racine Public Library Board Bylaws, the members of the Library Board shall elect, from among their number, a President, Vice President, and Secretary at the annual July meeting. All current officer positions needed to be filled. The Nominating Committee met and is making the following nominations for the next term: President – Sue Trottier, Vice President – Melissa Kaprelian, Secretary – James O'Hagan. The nominations were put forward and voted on. No other nominations were made. The vote was unanimous, and the new officers were immediately installed.

B. Recommendation from the Finance & Personnel Committee to approve Deputy Director job description:

Chris Terry made a motion and it was seconded by Melissa Kaprelian to approve the three changes recommended by the Personnel Committee. (see attachments in agenda packet). The motion was passed.

C. Recommendation from the Finance & Personnel Committee to approve job description change for Professional Substitute Librarians:

Chris Terry made a motion and it was seconded by Melissa Kaprelian to approve the three changes recommended by the Personnel Committee. (see attachments in agenda packet). The motion was passed.

- D. Recommendation from the Finance & Personnel Committee to approve Part-Time Youth Services Programming Specialist job description:** Chris Terry made a motion and it was seconded by Melissa Kaprelian to approve the three changes recommended by the Personnel Committee. (see attachments in agenda packet). The motion was passed.
- E. 2022 Resource Library Contract between Lakeshores Library System and Racine Public Library:** All the libraries across the state are part of 16 different systems. RPL is part of the Lakeshores System which includes all the libraries in Racine and Walworth County. Racine Public Library is the resource library for Lakeshores Library System. In the past, they have given RPL \$5000. This year we are asking for and they have agreed to give us \$7000, as we handle the sorting of the materials between the libraries. Chris Terry made the motion and Melissa Kaprelian seconded it, to agree to the new \$7000 contract. Motion passed.
- F. Approve \$12,000 to be used from the Gifts & Memorials Fund for the construction/creation of the Sensory Space within the Youth Services Department:** Chris Terry made the motion and Melvin Hargrove seconded it, to use \$12,000 from the Gifts and Memorials fund for the creation of the Sensory Space within the Youth Services Department. Motion passed.
- G. Approve \$25,000 from the Library Materials Trust Fund to supplement the Library Materials Operating Budget for 2021:** Chris Terry made the motion and Melvin Hargrove seconded it, to use \$25,000 from the Library Materials Trust fund to purchase more materials and supplement the budget for the remainder of the year. As a reminder, the monies received from the City for the budget was reduced for 2021. A discussion was held about the various trust funds that exist and some of the restrictions on those funds, i.e., opera records. Angie will check with the Department of Public Instruction about guidelines for possibly using trust funds in which the original purpose is no longer appropriate.
- H. Approve recommended changes to the Collection Development Policy:** Sue Trottier made the motion and James O'Hagan seconded it, to update the Collections policy. The staff is currently weeding the nonfiction collection; many of the books have not been checked out in the last 3 years. RPL is a library and not a museum. The weeding of the collection is necessary to be current and provide useful materials to our members.
- I. DPI Trustee Essentials TE9: Managing the Library's Money:** The review of the DPI Trustee Essentials # 9 and #10 took place.
- J. DPI Trustee Essentials TE10: Developing Essential Library's Policies:** The review of the DPI Trustee Essentials # 9 and #10 took place.
- 8. Referral Items.** None
- 9. Upcoming Meetings**
The next Board meeting will be August 19th. Pastor Melvin Hargrove is excused.

10. Adjournment – James O'Hagan made the motion to adjourn and Chris Terry seconded it. Meeting was adjourned at 5:50 pm.