

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

A regular monthly meeting of the Racine Public Library Board of Trustees was held October 21st, 2021 at 4:30 pm via a hybrid fashion (video conference and in-person) due to the COVID-19 global pandemic.

Board Members present: Rebecca Hornung, Melissa Kaprelian, Brian O’Connell (arrived at 4:50 pm), James O’Hagan, Ahmad Qawi (arrived at 4:55), Chris Terry (arrived at 4:56), and Sue Trottier. Executive Director Angela Zimmermann and Business Manager Dan Schultz were also present.

Excused Board Members: Angelina Cruz and Melvin Hargrove

Absent Board Members: Freda Barkley

- 1. Call to Order.** Meeting was called to order at 4:40 pm. It was motioned by Melissa Kaprelian to move the closed session to the beginning of the meeting. Seconded by Sue Trottier.
- 2. Closed Session.** Melissa Kaprelian made the motion to go into closed session pursuant to § Wis. Stat. 19.85(1)(c) to discuss the employment, promotion, compensation or performance evaluation data of any public employee subject to the jurisdiction or authority of the governing body. Review Executive Director’s decision on the hiring of a Deputy Director. James O’Hagan seconded. Roll Call: Hornung, Kaprelian, O’Hagan, Trottier. O’Connell at 4:50, Qawi at 4:55, and Terry at 4:56. Executive Director Zimmermann shared thoughts around the hiring of the Deputy Director. No action needed.
- 3. Open Session.** Melissa Kaprelian made the motion to reconvene into open session at 5:05 pm. Rebecca Hornung seconded. Roll Call: Hornung, Kaprelian, O’Connell, O’Hagan, Qawi, Terry, and Trottier.
- 4. Racine Public Library Foundation Purpose and Goals – Discussion/Information:** Melissa Kaprelian made a request and motion for New Business Action Item D to be suspended from further consideration or discussion. Sue Trottier seconded. Yes- Hornung, Kaprelian, O’Connell, Qawi, Terry, and Trottier. No – O’Hagan.
- 5. Introductions.** None.
- 6. Comments from the Public.** None.
- 7. Correspondence.** Any correspondence and links were shared on the October agenda.
- 8. Consent Agenda.** Brian O’Connell made a motion to accept the consent agenda as presented. James O’Hagan seconded. Motion passed.
- 9. Reports.** Reports were given from Board President, City Council Liaison, RPL Foundation, RUSD Liaison, and the Executive Director. Executive Director and staff reports can be found in the Board packet.
- 10. Finance & Personnel Committee Report:** Recommendation to approve the Programming/Marketing Assistant, Circulation Clerk, Technology Team Assistant, Head

of Digital Services and Innovation, and Business Manager job descriptions. Sue Trottier made the motion. Rebecca Hornung seconded. Motion passed.

11. New Business (Discussion/Action Items)

- a. **2nd Floor Renovation Update by Product Architecture + Design – Discussion/Information:** Dan Pohrte and Tiffany Nash from Product Architecture + Design provided a presentation on the status of the 2nd floor renovation. Information only and no action needed.
- b. **Decision on new staircase to be included in the scope of the project for the 2nd floor renovation – Discussion/Action:** No action needed. The decision to go forward with the staircase was made during the June 2021 Board meeting.
- c. **Approval of Racine Public Library’s Rule of Behavior Policy (combining the Customer Promise and the Safe Child Policy into one policy with procedures) – Discussion/Action:** Brian O’Connell made the motion. Rebecca Hornung seconded. Motion passed.
- d. **RPL Trustee Library Emails and Open Records Law – Discussion/Information:** Director Zimmermann shared the need for RPL trustees to have dedicated library email accounts to comply with open records law. No action needed.
- e. **DPI Trustee Essentials TE13: Library Advocacy – Discussion/Information:** The review of the DPI Trustee Essentials #13 and #14 took place.
- f. **DPI Trustee Essentials TE14: The Library Board and the Open Meetings Law – Discussion/Information:** The review of the DPI Trustee Essentials #13 and #14 took place.

12. Referral Items to Committees. None.

13. Trustee Comments. None.

14. Confirmation of Next Meeting

Regular Library Board Meeting: Thursday, November 18th at 4:30 pm.

15. Adjournment. Sue Trottier made the motion to adjourn and James O’Hagan seconded. Meeting was adjourned.