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Racine Public Library Board of Trustees November 2021 APPROVED Meeting Minutes

A regular monthly meeting of the Racine Public Library Board of Trustees was held November 18th, 2021 at 4:30 pm via a hybrid fashion (video conference and in-person) due to the COVID-19 global pandemic.

Board Members present: Angelina Cruz, Rebecca Hornung, Melissa Kaprelian, Brian O’Connell, James O’Hagan, Chris Terry, and Sue Trottier. Executive Director Angela Zimmermann and Business Manager Dan Schultz were also present.

Excused Board Members: Melvin Hargrove and Ahmad Qawi

Absent Board Members: Freda Barkley

1. **Call to Order.** President Trottier called the meeting to order at 4:38 pm.
2. **Roll Call & Introductions.** Trustees Cruz, Hornung, Kaprelian, O’Connell, O’Hagan, Terry and Trottier were present. No guests were present.
3. **Comments from the Public.** None.
4. **Correspondence.** Any correspondence and links were shared on the November agenda.
5. **Consent Agenda.** Trustee O’Connell made a motion to accept the consent agenda as presented. Trustee Kaprelian seconded. Motion passed.
6. **Reports.** Reports were given from the Executive Director, Board President, City Council Liaison, RPL Foundation, and the RUSD Liaison. Executive Director and staff reports can be found in the Board packet.
7. **New Business (Discussion/Action Items)**
 - a. **Meet & Greet with Corey Hayslett, Lead Bookmobile Supervisor – Information:** Corey Hayslett shared with the Board information about the Bookmobile and specific responsibilities and duties of his position.
 - b. **Discussion on changing the monthly time of Board meetings – Discussion/Action:** There will be no changes to the Library Board meeting time. No motion.
 - c. **Public Space Usage Policy - combining the Group Study Rooms Policy and Rules and Regulations, the Meeting Room Policy, Fee Policy, Rules and Regulations, Application, and the Racine History Room Policy and Rules and**

Regulations, into one all-encompassing policy. – Discussion/Action: Trustee Hornung made a motion to approve the Public Space Usage Policy as presented. Trustee O’Connell seconded. Motion passed.

- d. 2022 Holiday Schedule at Racine Public Library – Discussion/Action:** Trustee Kaprelian made the motion that the Racine Public Library will be open the Friday after Thanksgiving in 2022 (November 25th, 2022). Trustee Trottier seconded. Motion passed.
- e. 2021 Holiday Party / Staff Recognition for RPL Staff – Discussion/Action:** Trustee O’Connell motioned for the allowance of \$1,500 to be used from the Gifts & Memorial fund towards a Staff Holiday Party. Trustee Kaprelian seconded.
- f. DPI Trustee Essentials TE15: The Library Board and the Public Records Law – Discussion/Information:** The review of the DPI Trustee Essentials #15 and #16 took place.
- g. DPI Trustee Essentials TE16: Ethics and Conflict of Interest Laws Applying to Trustees - Discussion/Information:** The review of the DPI Trustee Essentials #15 and #16 took place.

8. Referral Items to Committees. None.

9. Trustee Comments. None.

10. Confirmation of Next Meeting

Regular Library Board Meeting: Thursday, December 16th at 4:30 pm

11. Adjournment. Trustee Kaprelian made the motion to adjourn and Trustee Trottier seconded. Meeting was adjourned.