

RACINE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
February 20, 2020 at 4:30 pm  
Emily Lee Room  
MINUTES

President Austin called the meeting to order at 4:30pm.

Present were Tracy Austin, Nat Coffman, Marie Craig, Angelina Cruz, Maurice Horton, Melissa Kaprelian, Brian O'Connell, James O'Hagan, Ahmad Qawi, Chris Terry and Sue Trottier. Michele Woods was excused. Also present was Executive Director Jessica MacPhail and Bob Margis, Head of Circulation, Outreach, Technical Services and Security.

It was agreed by consensus to take up the Building and Grounds Committee Report first.

Committee Reports

Building and Grounds Committee

Ms. Trottier moved and Mr. O'Hagan seconded moving forward immediately with Project 2. Motion carried, Mr. Terry abstaining. Mr. O'Hagan moved and Ms. Trottier seconded Project 1 going out to bid. Motion carried, Mr. Terry abstaining.

At 4:35pm, Mr. Terry moved and Ms. Kaprelian seconded a motion to convene in closed session to discuss the annual performance evaluation of the Library Director pursuant to Wisconsin Statute 19.85(1) (c). Motion carried on a roll call vote. At 5:07pm, the board came out of closed session and reconvened.

Public Comment - none

Discussion of the Future of the Library

President's Report

Strategic Planning Process – set meeting date/s for work session/s for March 10, 2020, from 11am-1:30pm with David Jakes. Board development should be included.

The folks interested in a coffee shop in the library contacted the President and have pulled back. They were invited to host events at the library.

Road Map to 2020 – Goals Met for 2019, Goals for 2020 were presented.

Liaison reports

Report from City Council designee (Mr. Horton) – computer ransomware hit the city on January 31, 2020 and the process of recovery goes on. A new Sheraton Hotel was approved next to Festival Hall. The Ajax Project in Uptown is going forward. There was no quorum for the board meeting February 19, 2020.

Report from RUSD designee (Mr. O’Connell) – students are placing holds on materials from RPL, which are then delivered to them. The board approved going for a referendum on the April ballot, to refresh the facilities, which are an average of 72 years old.

Report from RPL Foundation (Ms. Trottier) – the Foundation approved purchasing computer technology.

Report from Friends of the Library liaison (Ms. Trottier) – the Friends are discussing their role and goals, focusing first on a new membership drive.

#### Old Business

Evaluation of Executive Director deferred to March.

#### New Business

Financial Statements for previous month not available.

**Mr. O’Connell moved and Dr. Craig seconded a request for leave without pay by Jessie Carpiaux. Motion carried.**

**Outcome: Patrons and staff are protected by policies which are up-to-date**

Action Plan: Policies more than three years old will be reviewed and updated if necessary

Who: Library Executive Director and managers

Timeline: Annual

Progress: January 17, 2019, Naming of Library Buildings Policy reviewed and approved.

March 21, 2019, the following policies were approved:

Collection Development Policy (including current Library Bill of Rights, Interpretations of the Library Bill of Rights, Freedom to Read, and Freedom to View statements), amended

Equipment Use Policy and Rules and Regulations, amended

Reference Services Policy and Rules and Regulations, amended

Display Cases Use Policy and Rules and Regulations, new

April 18, 2019, library board approved changes to Employee Handbook

April 18, 2019, request for library board to consider changes in Bylaws, consider for approval

May 16, 2019

May 16, 2019, changes in Bylaws approved

May 16, 2019, changes to Employee Handbook and a new Social Media Policy for the Public approved

August 15, 2019, revised Rules and Regulations regarding the Use of Library Equipment approved

September 19, 2019, revised Rules and Regulations for the Customer Promise approved

January 16, 2020, Meeting Rooms Policy and Rules and Regulations approved  
**Mr. O’Hagan moved and Mr. O’Connell seconded approval of the Gender Identity and Expression policy for Employee Handbook. Motion carried.**

#### Information

Report of Upcoming continuing education opportunities for trustees:

2020:

Public Library Association Conference, February 25–29, 2020, Nashville, Tenn.

National Library Legislative Day, May 4-5, 2020, Washington, DC

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

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. O’Hagan moved and Mr. O’Connell seconded approval of the Consent Agenda. Motion carried.

Minutes of the January 16, 2020 board meeting

Vouchers and credit card purchases from previous months not available

Personnel Report: - no report

Dashboard report for previous month

#### Items for the Next Agenda

Annual report

Patron privacy audit – “The library has explicit policies for technology product and service partnerships”

Evaluation of Executive Director

Next regular meeting date is March 19, 2020

There being no further business, the meeting was adjourned at 5:40pm.

Jessica MacPhail

Recording Secretary