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Racine Public Library Board of Trustees Finance & Personnel Committee **APPROVED Meeting Minutes**

A meeting of the Racine Public Library Board Finance & Personnel Committee was held on June 3rd at 10:30 am via a hybrid fashion (video conference and in-person) due to the COVID-19 global pandemic.

Board Members present: Melissa Kaprelian, Chris Terry, Sue Trottier, and Executive Director Angela Zimmermann.

1. **Call to Order.** Meeting was called to order at 10:34.
2. **Introductions.** None
3. **Approval of May 13th Meeting Minutes.** Sue Trottier made the motion and Chris Terry seconded, to approve the minutes. Motion passed.
4. **New Business (Discussion / Action Items)**
 - a) **RPL Updated Organizational Chart:**

Angela Zimmermann explained that with staff retirements, it's a good time to evaluate and change the organizational structure, as needed, to continue to meet the evolving needs of our community. The structure should be centered on how best to serve the community. Members come to the library to "do, learn, read and connect". The structure should allow the staff opportunities to shine and create opportunities for people to move up. Cross training between the positions has already begun, but the new structure will result in more of it. This will greatly improve customer service. Sue Trottier made the motion and Chris Terry seconded it, to have a new organizational structure be proposed at the next Board meeting. The motion was approved.
 - b) **Approve Job Description for Head of Marketing and Communications:**

One of the first aspects of a new structure will be the creation of a new Head Marketing/Business Development position. Much discussion took place regarding the relationship between this position and the Head of Community Engagement. They are related. The Community Engagement position will report to the Marketing Head. Discussion centered also around the fact that the title for the Head of Marketing and Communication should actually be Head of Business Development. Sue Trottier made a motion and Chris Terry seconded it, to approve the job

description for the Head of Business Development and have this presented at the next Board meeting. The motion was approved.

Melissa Kaprelian mentioned that the committee members will be available to help Angela Zimmerman explain the new changes to the staff, if Angela so desired such help. Angela mentioned that the new staff changes would not result in any extra expense.

5. **Referral Items.** None
6. **Confirmation of Next Meeting:** To be determined
7. **Adjournment** – Sue Trottier made the motion and Chris Terry seconded and meeting was adjourned at 11:20 am. A date for the next meeting for Personnel and Finance has not been set yet.