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Racine Public Library Board of Trustees February 2022 **APPROVED** Meeting Minutes

A regular monthly meeting of the Racine Public Library Board of Trustees was held February 2022 at 4:30 pm via a hybrid fashion (video conference and in-person) due to the COVID-19 global pandemic.

Board Members present: Damian Evans (arrived at 4:38), Melvin Hargrove, 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: Angelina Cruz and Rebecca Hornung

1. **Call to Order.** President Trottier called the meeting to order at 4:32 pm.
2. **Roll Call & Introductions.** Trustees Hargrove, Kaprelian, O’Connell, O’Hagan, Terry, and Trottier were present. Trustee Evans arrived at 4:38 pm. No guests were present.
3. **Comments from the Public.** None.
4. **Correspondence.** Any correspondence and links were shared on the February agenda.
5. **Consent Agenda.** Trustee O’Hagan made a motion to accept the consent agenda as presented. Trustee O’Connell 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. Neither Building & Grounds nor Finance & Personnel Committees met since the last Board meeting.
7. **New Business (Discussion/Action Items)**
 - a. **Farewell and Thank you to Daniel Schultz, Business Manager; retiring after 26 years of service to the Racine Public Library - Information:** RPL Board of Trustees said their farewell and expressed their appreciation to Dan.
 - b. **Approval to appoint Rob Osborne, Community Member to the RPL Foundation Board (per the Foundation bylaws, at large directors to the Foundation Board, must be ratified by the RPL Board of Trustees):** Trustee Trottier made a motion to appoint Rob Osborne to the Foundation Board. Trustee Kaprelian seconded. Motion passed.
 - c. **Approve 2021 RPL State Annual Report / Authorize Board President and Executive Director to sign – Discussion/Action:** Trustee O’Hagan motioned to

approve the 2021 RPL State Annual Report as presented and authorized the Board President and Executive Director to sign. Trustee Hargrove seconded. Motion passed.

- d. **Approve 2021 Library System Effectiveness Statement – Discussion/Action:** Trustee O’Hagan motioned to approve the 2021 Library System Effectiveness Statement. Trustee Hargrove seconded. Motion passed.
 - e. **Approval of Computer Hardware and Software Policy – Discussion/Action:** Trustee O’Hagan motioned to approve the Staff Use of Equipment and Information Technology policy (new name for the Computer Hardware and Software Policy) as presented. Trustee Hargrove seconded. Motion passed.
 - f. **Approval of Exhibit Space and Posting Policy (combining the Display Case Policy, Display Case Rules and Regulations, Local Artist Display Policy, Local Artist Display Rules and Regulations, and Public Bulletin Boards Use Policy into one all-encompassing policy) – Discussion/Action:** Trustee Trottier made a motion to accept the Exhibit Space and Posting Policy as presented. Trustee O’Connell seconded. Motion passed.
 - g. **Approval to close the Library on Friday, May 13th for an all staff in-service training day – Discussion/Action:** Trustee O’Hagan made a motion to approve the closure of the Library on Friday, May 13th for an all staff in-service training day. Trustee Kaprelian seconded. Motion passed.
 - h. **Approve 2022 Memorandum of Agreement for County Funding – Discussion/Action:** Trustee Trottier made a motion to accept the Memorandum of Agreement for County Funding. Trustee Hargrove seconded. Motion passed.
 - i. **DPI Trustee Essentials TE17: Membership in the Public Library System – Information:** Trustee O’Hagan made a motion to table this item to the March meeting. Trustee Trottier seconded. Motion passed.
 - j. **DPI Trustee Essentials TE18: Library Board Appointments and Composition – Information:** Trustee O’Hagan made a motion to table this item to the March meeting. Trustee Trottier seconded. Motion passed.
8. **Closed Session.** Trustee Kaprelian made the motion to go into closed session at 5:10 pm 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 2021 Performance Evaluation and Goals. Trustee O’Connell seconded. Roll Call: Trustees Evans, Hargrove, Kaprelian, O’Connell, O’Hagan, Terry, and Trottier. No action needed.
 9. **Open Session:** Trustee Kaprelian made the motion to reconvene in open session at 5:19 pm. Roll Call: Trustees Evans, Hargrove, Kaprelian, O’Connell, O’Hagan, Terry, and Trottier. No action needed.
 10. **Referral Items.** None.
 11. **Trustee Comments.** None.
 12. **Confirmation of Next Meeting:**
Regular Library Board Meeting: Thursday, March 17th at 4:30 pm
 13. **Adjournment:** Trustee O’Connell made the motion to adjourn the meeting at 5:20 pm and Trustee Hargrove seconded. Meeting was adjourned.

