



75 7<sup>th</sup> Street  
Racine, WI 53403

P 262-636-9212

W [RacineLibrary.info](http://RacineLibrary.info)

## Racine Public Library Board of Trustees January 2022 **APPROVED** Meeting Minutes

A regular monthly meeting of the Racine Public Library Board of Trustees was held January 20<sup>th</sup>, 2022 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, 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 Rebecca Hornung

1. **Call to Order.** President Trottier called the meeting to order at 4:34 pm.
2. **Roll Call & Introductions.** Trustees Cruz, 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 January 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. The Finance & Personnel Report had several items requiring discussion action.
  - a. **Recommendation to move the Business Manager position from a part-time position (24 hours) to a full-time position – Discussion/Action:** Trustee Kaprelian made a motion to accept Items A-D from the Finance & Personnel Committee report as presented. Trustee O’Connell seconded. Motion passed.
  - b. **Recommendation to approve the Lead Supervisor positions per the approved organizational chart from the December Board Meeting – Discussion/Action:**
    - i. Adult Services Department Lead Supervisor
    - ii. Bookmobile Department Lead Supervisor
    - iii. Circulation, Outreach & Technical Services Department Lead Supervisor
    - iv. Youth Services Department Lead Supervisor

Trustee Kaprelian made a motion to accept Items A-D from the Finance & Personnel Committee report as presented. Trustee O'Connell seconded. Motion passed.

**c. Recommendation to approve the Circulation Clerk II position –**

**Discussion/Action:** Trustee Kaprelian made a motion to accept Items A-D from the Finance & Personnel Committee report as presented. Trustee O'Connell seconded. Motion passed.

**d. Recommendation to approve the Technology Team Associate position –**

**Discussion/Action:** Trustee Kaprelian made a motion to accept Items A-D from the Finance & Personnel Committee report as presented. Trustee O'Connell seconded. Motion passed.

**e. Recommendation to approve the method/tool to conduct the 2021**

**performance evaluation of the Executive Director – Discussion/Action:** Trustee Kaprelian made the motion to approve the method/tool to conduct the 2021 performance evaluation of the Executive Director as presented with sole change of the method being switched from Google Excel Sheets to Google Forms. Trustee O'Connell seconded. Motion passed.

**7. New Business (Discussion/Action Items)**

**a. Meet & Greet with Melissa Donaldson, Head of Digital Services & Innovation –**

**Information:** Melissa Donaldson shared about her position, responsibilities, and work within the Digital Services & Innovation Lab with the Board.

**b. Approval of the RPL Sensory Space Policy & Procedures – Discussion/Action:**

Trustee O'Connell made the motion to accept the Sensory Room policy and procedures as presented. Trustee Trottier seconded. Motion passed.

**c. DPI Trustee Essentials TE17: Membership in the Public Library System –**

**Information:** Trustee O'Hagan made a motion to table this item to the February meeting. Trustee Trottier seconded. Motion passed.

**d. DPI Trustee Essentials TE18: Library Board Appointments and Composition –**

**Information:** Trustee O'Hagan made a motion to table this item to the February meeting. Trustee Trottier seconded. Motion passed.

**8. Referral Items.** None.

**9. Trustee Comments.** None.

**10. Confirmation of Next Meeting:**

*Regular Library Board Meeting:* Thursday, February 17<sup>th</sup> at 4:30 pm

**11. Adjournment:** Trustee Cruz made the motion to adjourn the meeting at 5:06 pm and Trustee Trottier seconded. Meeting was adjourned.