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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 May 9th at 10:30 am via a hybrid fashion (video conference and in-person).

Members present: Becky Hornung, Alberto Huerta, Melissa Kaprelian, Chris Terry, and Sue Trottier.

Members absent: Damian Evans and Melvin Hargrove

Staff Members present: Executive Director Angela Zimmermann and Business Manager Evelin Garcia.

1. **Call to Order.** Finance & Personnel Chair Kaprelian called the meeting to order at 10:30 am.
2. **Introductions.** None.
3. **Comments from the Public.** None.
4. **Approve Minutes of March 4th Finance and Personnel Meeting.** Trustee Trottier made the motion to approve the minutes and Trustee Hornung seconded it. Motion passed.
5. **New Business (Discussion/Action Items)**
 - a. **Discussion on City of Racine's \$750 retention bonus for full-time employees employed as of December 31st, 2021 and remained employed at the end of April 2022 – Discussion/Action:** A long discussion was held regarding the \$750 retention bonus which the City is providing to all full-time City employees. It was verified that the City would be providing the funds and the monies and this would not come out of the Library's budget. It was also clarified that this one-time bonus is for all full-time City workers, regardless of where they live. The committee members would like to be able to give part-time employees a bonus as well. The Library employs 27 full-time employees and 33 part-time employees. Trustee Hornung made a motion to accept the City's one-time retention bonus of \$750 for all full-time employees employed as of 12/31/2021 and remained employed at the end of April 2022, and to request the Racine Public Library Foundation to fund an additional one-time retention bonus of \$350 for the part-time staff who were employed as of

12/31/2021. Trustee Trottier seconded the motion. Motion approved. The Foundation meets next on Thursday, May 12th.

- b. **Approve recommended changes to the Stationary Engineer position – Discussion/Action:** Trustee Trottier made the motion to approve the recommended changes to the Stationary Engineer position description. Trustee Hornung seconded. Motion approved.
 - c. **Approve recommended changes to the Administrative Assistant position – Discussion/Action:** Trustee Trottier made the motion to approve the recommended changes to the Administrative Assistant position description. Trustee Hornung seconded. Motion approved.
 - d. **Approve recommended changes to the Fiscal Policy – Discussion/Action:** Trustee Terry made the motion to approve the Fiscal Policy as presented. Trustee Hornung seconded.
 - e. **Approve recommended changes to the Trust Fund Investment and Use Policy – Discussion/Action:** A discussion took place regarding the various funds listed, specifically the Facility Renovations Fund and the New Facilities fund. Trustee Terry made a motion to defer action on this item and allow the Executive Director to rework the verbiage and send out via email for F&P trustees approval and thus recommendation to the full Board. Trustee Trottier seconded the motion. Motion approved.
 - f. **Approve recommended changes to the Gifts and Donor Recognition Policy – Discussion/Action:** Trustee Trottier made the motion to approve the changes to the Gifts and Donor Recognition Policy. Trustee Hornung seconded the motion. Motion approved.
 - g. **Discussion on Executive Director’s Performance Evaluation process (referral from the March Board of Trustees meeting) – Discussion/Action:** A discussion took place regarding changes to the Executive Director’s Performance Evaluation process. A step will be added for all committee members to discuss the Director’s performance in closed session. Another step will be added for the Director to be able to discuss the results of the review with all trustees, in a closed session. Trustee Trottier made a motion to defer this item until the appropriate changes/verbiage are made to the process and to bring before the F&P committee at their next meeting. Trustee Hornung seconded the motion. Motion approved.
6. **Referral Items.** None.
 7. **Confirmation of Next Meeting.** To be determined
 8. **Adjournment.** Trustee Terry made a motion to adjourn. Trustee Hornung seconded. Meeting was adjourned at 11:50 am.