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

A regular monthly meeting of the Racine Public Library Board of Trustees was held June 16th, 2022 at 4:30 pm via a hybrid fashion (video conference and in-person).

*Board Members present:* Damian Evans, Becki Hornung, Carl Hubbard, Alberto Huerta, Melissa Kaprelian, Brian O'Connell, James O'Hagan, Chris Terry, Jenny Trick, and Sue Trottier.

*Excused Board Members:* Angelina Cruz and Melvin Hargrove

*Staff Members present:* Executive Director Angela Zimmermann, Business Manager Evelin Garcia, and Deputy Director Nick Demske

1. **Call to Order.** President Trottier called the meeting to order at 4:30 pm.
2. **Roll Call & Introductions:** None.
3. **Comments from the Public.** None.
4. **Correspondence.** Any correspondence and links were shared on the June agenda.
5. **Consent Agenda.** Trustee Terry made a motion to accept the consent agenda as presented. Trustee Kaprelian seconded. Motion passed unanimously.
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 Committee brought several items forward to the full Board for recommendation:
  - a. Recommendation from Finance & Personnel to accept City of Racine's \$750 retention bonus for full-time employees employed as of December 31<sup>st</sup>, 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 on 12/31/21. – Discussion/Action (retroactive action)
  - b. Recommendation from Finance & Personnel to approve recommended changes to the Stationary Engineer position description – Discussion/Action
  - c. Recommendation from Finance & Personnel to approve recommended changes to the Administrative Assistant position description – Discussion/Action
  - d. Recommendation from Finance & Personnel to approve recommended changes to the Fiscal Policy – Discussion/Action

- e. Recommendation from Finance & Personnel to approve recommended changes to the Trust Fund Investment and Use Policy – Discussion/Action
- f. Recommendation from Finance & Personnel to approve recommended changes to the Gifts and Donor Recognition Policy – Discussion/Action
- g. Recommendation from Finance & Personnel to approve recommended changes to the Librarian II position description for the Adult Services and Programming Librarian - Discussion/Action
- h. Recommendation from the Finance & Personnel Committee to approve the Executive Director’s performance evaluation process (referral from the March Board of Trustees meeting) - Discussion/Action

Trustee O’Hagan made a motion to approve the Finance & Personnel recommendations as presented. Trustee Terry seconded. Motion passed unanimously.

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

- a. Approval of a delayed opening of the Library and the Bookmobile on Friday, June 17<sup>th</sup> for Whole Person Librarianship Training – Discussion/Action:  
Trustee Terry made a motion to approve the June 17th delayed opening. Trustee Trottier seconded. Motion passed unanimously.
- b. Approve recommended changes to the Home Delivery Services Policy – Discussion/Action:  
Trustee O’Hagan made a motion to approve the changes to the Home Delivery Services Policy as presented. Trustee Terry seconded. Motion passed unanimously.
- c. Approve recommended changes to the Inclusive Services Policy and adopting it as an Inclusive Services Statement from the Board of Trustees – Discussion/Action:  
Trustee O’Hornung made a motion to approve adopting the Inclusive Services Policy as a Statement. Trustee Terry seconded. Motion passed unanimously.
- d. Approve recommended changes to the Programming Policy – Discussion/Action:  
Trustee O’Hagan made a motion to approve the Programming Policy as presented. Trustee Evans seconded. Motion passed unanimously.
- e. Approve Racine Public Library’s Emergency Procedures – Discussion/Action:  
Trustee Hubbard made a motion to approve the Emergency Procedures as presented. Trustee Terry seconded. Motion passed unanimously.
- f. Approve recommended changes to the Lost and Found Procedures – Discussion/Action:  
Trustee O’Hagan made a motion to approve the Lost and Found Procedures as presented. Trustee Terry seconded. Motion passed unanimously.
- g. Approve recommended changes/elimination of the Reference Services Policy and the Reference Services Rules and Regulations - Discussion/Action:  
Trustee Evans made a motion to approve the recommended changes/elimination of the Reference Services Policy and Reference Services Rules and Regulations as presented. Trustee O’Hagan seconded. Motion passed unanimously.

- h. Approve recommended changes to the Library's Social Media for the Public Policy - Discussion/Action:  
Trustee O'Hagan made a motion to approve the recommended changes to the Social Media Policy as presented. Trustee Terry seconded. Motion passed unanimously.
- i. Approve recommended changes to the Naming of Library Buildings and Spaces Policy - Discussion/Action:  
The Naming of Library Buildings and Spaces was tabled until the next meeting.
- j. Approve recommendation to utilize \$24,000 from the Library Materials Trust Fund towards equipment for the new Techmobile - Discussion/Action:  
Trustee O'Hagan made a motion to approve the recommendation to utilize \$24,000 from the Library Materials Trust Fund towards equipment for the new Techmobile. Trustee O'Connell seconded. Motion passed unanimously.
- k. Discussion on spending authorization for the Executive Director concerning change orders in relation to the 2nd floor renovation - Discussion/Action:  
Trustee Terry made a motion to authorize the Executive Director to not exceed \$25,000 concerning change orders in relation to the 2nd floor renovation. Trustee Evans seconded. Motion passed unanimously.
- l. Approve \$25,000 to be utilized from the Library's Francis Langner Trust Fund for the purchase of 30x60" nesting tables and nesting/stacking chairs for the Atrium/Lee spaces - Discussion/Action:  
Trustee O'Hagan made a motion to approve \$25,000 to be utilized from the Library's Francis Langner Trust Fund for the purchase of 30x60" nesting tables and nesting/stacking chairs for the Atrium/Lee spaces. Trustee Terry seconded. Motion passed unanimously.
- m. Adopt the American Library Association's Freedom to Read Statement – Discussion/Action:  
Trustee Trottier made a motion to adopt the American Library Association's Freedom to Read Statement. Trustee Hornung seconded. Motion passed unanimously.
- n. Adopt the American Library Association's Freedom to View Statement – Discussion/Action:  
Trustee Hornung made a motion to adopt the American Library Association's Freedom to View Statement. Trustee Terry seconded. Motion passed unanimously.
- o. DPI Trustee Essentials TE21: The Library Board and Accessible Services– Information/Discussion:  
Trustee Trottier made a motion to table the DPI Trustee Essentials TE21: The Library Board and Accessible Services until the July Board meeting. Trustee O'Hagan seconded. Motion passed unanimously.
- p. DPI Trustee Essentials TE22: Freedom of Expression and Inquiry – Information/Discussion:  
Trustee Trottier made a motion to table the DPI Trustee Essentials TE22:

Freedom of Expression and Inquiry until the July Board meeting. Trustee O'Hagan seconded. Motion passed unanimously.

8. **Referral Items.** None.
9. **Trustee Comments.** None.
10. **Confirmation of Next Meeting.**  
*Regular Library Board Meeting: Thursday, July 21<sup>st</sup> at 4:30 pm*
11. **Adjournment.** Trustee O'Connell made the motion to adjourn the meeting at 5:25 pm and Trustee O'Hagan seconded.