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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 August 30<sup>th</sup> at 10:30 am via a hybrid fashion (video conference and in-person).

*Members present:* Melvin Hargrove, Alberto Huerta, Melissa Kaprelian, and Sue Trottier.

*Members Absent:* Damian Evans and Becky Hornung.

*Staff Member present:* Executive Director Angela Zimmermann

1. **Call to Order.** Finance & Personnel Chair Kaprelian called the meeting to order at 10:38 am.
2. **Introductions.** None
3. **Public Comment.** None
4. **Approval of June 6<sup>th</sup> Finance and Personnel Meeting Minutes.** Trustee Trottier made the motion to approve the minutes and Trustee Huerta seconded it. Motion passed.
5. **New Business**
  - a. **Discussion on new position description for the Public Safety Specialist position:** Angie led the discussion regarding eliminating using a security firm and instead having two-part time staff positions handle this task. These positions would generally be used at nights and on weekends, when not as many managers and supervisors are in the building. This move coincides with the social work position, the continued training regarding de-escalation techniques and will provide for better and more frequent interaction with community members; overall a better customer service focus. The security desk will be removed. This move will result in approximately a \$20,000 annual savings. Trustee Trottier made the motion to approve the new position and Trustee Hargrove seconded it. Discussion was had and the motion was approved.
  - b. **Recommended changes to the Bookmobile Driver position description:** Slight changes are being made to coincide with the other position descriptions that have been already updated. Trustee Trottier made the motion to approve the position and Trustee Hargrove seconded it. Discussion was had and the motion was approved.

**c. Preliminary discussion on the Racine Public Library 2023 Operational Budget:**

With regards to revenue, the funding from the City will remain the same as for 2022 (flat) and the County funding will decrease slightly. The City has told all departments “to do more with less”. Angie reviewed the line items in the budget and highlighted any significant changes. The biggest item deals with salaries and a possible raise for 2023. Although the revenue stream will stay the same, the City is recommending all Departments grant step increases and an additional 2% raise. Given that funding is flat, this request seems unattainable. Angie will attempt to find out more information regarding this. It is important to remember the WI Library Standards and RPL already does not meet the FTE count. Although we would like to pilot Sunday hours sometime in 2023, that idea does not seem feasible.

**d. Status Update on the Executive Director’s 2022 Goals.** There were three main goals for 2022. Please reference the August 30<sup>th</sup> Finance & Personnel Packet for full update on goals.

1. *Goal #1:*

In order to create an irresistible destination for the Racine community and to focus on post-pandemic library spaces, RPL is to complete by October 2022 a 2nd-floor renovation which will include a new staircase from the main lobby to the 2nd floor, an Innovation Lab, an audio/podcasting studio, a new Teen area, expanded Local History Room, Business Center, three additional study rooms, access to the building from Lake Avenue, a large meeting room, new shelving and furniture, new carpet, and new wayfinding. Funding for the renovation provided by the RPL Foundation and private trust funds.

2<sup>nd</sup> Floor Renovation: On track to be done by the end of the year. This has been a huge undertaking and was addressed on a daily basis.

2. *Goal #2*

In order to continue to create a new invitation to the library and the experience RPL offers, completion of a communications and marketing plan through rebuilding the RPL brand and adopting a design-based engagement process by March of 2022.

New Marketing Plan: Parts of the plan have been completed (new website, 125th anniversary events, Capital Campaign kickoff in late 2022, summer reading program) and other parts will be moved to 2023.

3. *Goal #3*

In order to continue to provide quality and responsive services, the library will refine the library resilience plan which specifies services and engagement strategies that can be placed into action in the event of large scale interruption in services. Whether through post-pandemic library spaces, expanded community outreach efforts, conducting a needs assessment related to programming efforts, continuing to redefine and rethink library programming

and experiences, serving as the community storyteller, and leading the development of community literacy in all forms.

Parts have been done and parts will be moved to 2023 (see full update with meeting packet).

4. *Goal #4*

While the organizational chart has been altered, there's still plenty of work to be done to change the culture and heal the institution. I'd like to see a goal focused on staff training, needs, and growth opportunities which continues to put emphasis on the staff and library team being the most valuable resources of the Racine Public Library. The implementation of a staff training program that supports staff training needs, budgets for training opportunities, tracks completed training, and provides a structure for bringing the ideas and skills learned in training to the work in the library, is also entirely applicable to this goal. This goal should also be equity-driven and continue our work on building a staff which is reflect of the community we serve.

Aside from the 2<sup>nd</sup> floor renovation, the majority of time and effort has also been put into staff trainings, staff growth opportunities and focusing on the RPL cultural change – Angie would like to see another goal added for 2023, which deals more with staff training and building relationships. (see full update in packet)

e. **Discussion on the 2023 Goals and Narrative for Racine Public Library**

Angie to provide further documentation on the following goals for the next Finance & Personnel meeting on September 14<sup>th</sup>.

1. *GOAL 1: Engaging and Effective Communication*

In order to continue to create a new invitation to the library and the experience RPL offers, completion of a communications and marketing plan through rebuilding the RPL brand and adopting a design-based engagement process by October of 2023.

2. *GOAL 2: Strengthening Outreach and Nourishing Partnerships*

In order to continue to provide quality and responsive services, the library will refine the library resilience plan which specifies services and engagement strategies that can be placed into action in the event of large scale interruption in services. Whether through post-pandemic library spaces, expanded community outreach efforts, conducting a needs assessment related to programming efforts, continuing to redefine and rethink library programming and experiences, serving as the community storyteller, and leading the development of community

3. *GOAL 3: Looking Toward the Future*

There has been A TON of change and incredibly rapidly done in the last 20 months or so at RPL. Some staff have described it as being 'whiplash' or as one

exit interview described it as being 'culture shock because so much happened in such a short amount of time'. I really think that for 2023 we need to somewhat slow down a bit and refocus on our strategic plan and vision to ensure sustainability.

- 6. Referral Items.** None
- 7. Confirmation of Next Meeting Date.** Wednesday, September 14<sup>th</sup> at 10:30 am.
- 8. Adjournment.** Trustee Trottier made a motion to adjourn the meeting at 11:24 am. Trustee Hargrove seconded. Meeting was adjourned.