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## **Racine Public Library Board of Trustees Finance & Personnel Committee **DRAFT** Meeting Minutes**

A meeting of the Racine Public Library Board Finance & Personnel Committee was held on September 14<sup>th</sup> at 10:30 am via a hybrid fashion (video conference and in-person).

*Members present:* Damian Evans, Becky Hornung, Melissa Kaprelian, and Sue Trottier.

*Members Absent:* Melvin Hargrove and Alberto Huerta

*Staff Member present:* Executive Director Angela Zimmermann

1. **Call to Order.** Finance & Personnel Chair Kaprelian called the meeting was called to order at 10:33 am.
2. **Introductions.** None
3. **Comments from the Public.** None
4. **Approval of August 30<sup>th</sup> Finance and Personnel Committee Meeting Minutes.** Trustee Trottier made the motion to approve the minutes and Trustee Hornung seconded. Motion passed.
5. **New Business**
  - a. **Review of updated RPL Hiring Policy:** Angie explained how very slight changes were being made to this policy. Trust Evans made the motion to approve the new policy and Trustee Hornung seconded it. The motion passed and the new policy will be recommended to the full Board.
  - b. **Discussion on potential custodian position on RPL staff:** The company that provides the cleaning for the building will be increasing their rates from the \$69000 fee in 2022 to \$80,000 fee in 2023. Considering the second floor has been under renovation most of the year and has not required much routine cleaning, it is somewhat questionable on what the crew is actually doing. Angie is proposing to bring this task in house, and hire a part time position to do the cleaning. The current Stationary Engineer position can act as a backup. The projected savings is approximately \$65,000. Trustee Evans made the motion and Trustee Trottier seconded it. The motion passed and the recommendation will be sent to the full Board.
  - c. **Discussion on the Racine Public Library 2023 Operational Budget.** Further discussion was held regarding possible cost of living and step increases for the staff.

Although the City states they will cover approximately half of this cost for 2023 (\$50,000), the committee did not feel this increase will be sustainable in the long run. In 2024, the total charge to the library would be approximately \$110,000, which is significant. If city or county funding were to decrease at all, positions would have to be eliminated in approximately two years. As a taxpayer organization, we need to act responsibly and remain a strong entity for the community. This situation will be explained to the full board. Trustee Trottier made the motion to recommend the 2023 operational budget to the full Board. Trustee Evans seconded the motion. The motion passed and the recommendation will be sent to the full Board.

- d. **Discussion on the 2023 Goals and Narrative for Racine Public Library:** Angie spelled out what she believed the three main goals would be for 2023, and the various bullet points under each goal. In 2023 we will attempt to slow down and evaluate the various changes that were made in 2022. Discussion was held regarding a new strategic plan being developed towards the end of 2023. Possibly this could be done with the board and various staff members, and a consultant would not need to be hired. Trustee Trottier made the motion and Trustee Hornung seconded the motion. The motion passed unanimously and will be passed along to the full board for approval.
6. **Referral Items.** None.
  7. **Confirmation of Next Meeting Date:** To be determined.
  8. **Adjournment:** Trustee Hornung made a motion to adjourn the meeting at 11: 25 am. Trustee Trottier seconded. Meeting was adjourned.