

BOARD OF TRUSTEES MEETING

June 16, 2016 at 4:30 pm

Emily Lee Room

AGENDA

- I. Call to Order
- II. Public Comment
- III. Discussion of the Future of the Library
 - a. Ideas and suggestions
- IV. Committee Reports
 - a. Ad-Hoc Building and Grounds Committee meeting, June 6, 2016 (enclosure one)
 - b. Finance and Personnel Committee meeting, May 19, 2016 (enclosure two)
- V. New Business
 - a. Action
 - i. Appointment of Nominating Committee
 - ii. Road Map to 2020 items:
 1. **Patrons are able to access the library's electronic materials**
Consider for approval revised Circulation Policy: the Friends of the Library are sponsoring ten mobile hotspots to be checked out by patrons. These will be covered under Miscellaneous Equipment in the policy, along with laptops. (enclosure three)
 - 2.
- VI. Information
 - a. Road Map to 2020 items
 - i. **Students will be registered for library cards via an automated process**
May 20, 2016, IGA sent to City Attorney's office (MISC2016-053)
 - ii. New goal: **Engaging the Community Goal: Funding**
 1. Outcome: **Patrons have positive experiences in a dynamic, participatory, people-focused, trusted organization that is adequately funded, during hours and at locations that are convenient to them**

2. Organizational Management Action Plan: Budget requests to the City of Racine and to Racine County reflect the needs of the community
 3. Who: City: Library Director and Library Board; County: Lakeshores Library System
 4. Timeline: County budget request is due July 1, 2016; City of Racine budget request is due August 19, 2016
 5. Progress: July 7, 2016, Racine County Library Planning Committee approved a new County Library Plan and a new funding formula which, if approved by the County Supervisors, will result in increased funding for the Racine County libraries (enclosure four)
 6. Community Value: Customer Service, Physical and Virtual Destination, Collaboration, Innovation, Local History, Free and Accessible to All, Programs, Resources and Services are Patron-Driven, Safe, Neutral space.
- iii. New task: Outcome: Patrons are involved in setting the mission and vision of Racine Public Library
1. Organizational Management Action Plan: Mission and vision of RPL will reviewed to keep current
 2. Who: Library Director, board and staff
 3. Timeline: By October 1, 2016, community will have been engaged in a process of refining the library's mission and vision.
 4. Community Value: Outreach, Innovation, Collaboration, Safe and Neutral Space, Free and Accessible to All, Programs, Resources and Services are Patron-Driven
- iv. New task: Outcome: Patrons benefit from community partnerships
1. Organizational Management Action Plan: Develop a Collaboration Portfolio with community partners
 2. Who: Darcy Mohr and library school field worker
 3. Timeline: By June 1, 2016, develop plan for field worker; July 1, 2016, mid-project evaluation; September 1, 2016, project completed
 4. Progress: June 1, 2016, Field worker actively creating the portfolio
 5. Community Value: Collaboration, Customer Service, Innovation, Outreach, Programs.
- v. New task: Outcome: Patrons rely on staff having open, clear, timely communication via feedback and transparent, interactive quarterly evaluation

1. Organizational Management Action Plan: build an internal staff page including Road Map, Staff Bulletin, Policies/Procedures, Minutes, Calendar, Programs, and Training opportunities, available to staff from any Internet device.
 2. Who: Darcy Mohr, Melissa Donaldson built draft; managers determine content and assign staff to maintain and sustain pages
 3. Who: Fred Fischer, Melissa Donaldson build internal communication structure
 4. Timeline: Structure completed by 2-29-2016; evaluate by May 1, 2016 and June 1, 2016
 5. Progress: March 16, 2016, content created, May 6, 2016, all-staff meeting, demonstration, June 9, 2016, all-staff survey distributed
 6. Community Value: Customer Service, Innovation, Collaboration, Outreach
- vi. New task: Organizational Management Action Plan: formalize a communication plan for the library board to provide timely and accurate information.
1. Who: Jessica MacPhail
 2. Timeline: Completed by July 1, 2016
 3. Progress: May 6, 2016, Pam begins sending Google Calendar request to board members to invite them to the next board meeting.
 4. Community Value: Customer Service, Innovation, Physical & Virtual Destination
- vii. New task: Organizational Management Action Plan: develop and implement a comprehensive communication plan that includes approaches to improve communication with staff below the supervisor level and to inform the community of library events, special activities, items of interest
1. Who: Jessica MacPhail
 2. Timeline: Completed by July 1, 2016
 3. Progress: May 6, 2016, all-staff meeting; schedule SurveyMonkey to ask staff how they want to be communicated with. Consider Communico, Google Communities; May 18, 2016, demonstration of Communico with Melissa; \$20,000 per year, not for us; June 1, 2016, managers meet to discuss Constant Contact program; June 9, 2016, all-staff survey distributed
 4. Community Value: Customer Service, Innovation, Outreach, Physical & Virtual Destination

viii.

- b. Report from Library Foundation

- c. Report of Upcoming continuing education opportunities for trustees:
 - 1. Free "Short Takes for Trustees" videos through December 31, 2016
 - 2. Wisconsin Public Library Association Conference, October 25-28, 2016, Potawatomi Casino & Hotel, Milwaukee
 - 3. Public Library Association Conference, Philadelphia, March 20-24, **2018**

VII. Consent Agenda

- a. Minutes of the May 19, 2016 board meeting (enclosure five)
- b. Financial Statement from previous month (enclosure six)
- c. Vouchers and credit card purchases from previous month (enclosure seven)
- d. Personnel Report:
 - i. Rehire PT Sheri Hansen
 - ii. New Hire PT Katie Peterson
 - iii. Termination PT Jaime Bartel
- e. Dashboard Report for the past month (enclosure eight)

VIII. Old Business

IX. Items for the Next Agenda

- a. Quarterly Road Map update
- b. Set date for Finance & Personnel Committee to review preliminary 2017 budget

X. Next regular meeting date July 21, 2016

XI. Adjournment

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