

RACINE PUBLIC LIBRARY
BOARD OF TRUSTEES' MEETING
MINUTES
September 17, 2015

A regular monthly meeting of the Racine Public Library Board of Trustees was held on September 17, 2015, at 4:30 PM at the Racine Public Library in the Emily Lee Room.

Board members Carole Johnson, Melissa Kaprelian-Becker, Brian O'Connell, James O'Hagan, Dwayne Olsen, Sandra Riekoff and Michele Woods were present. Board members Luisa Morales, Ahmad Qawi and Chris Terry were excused. Business Manager Dan Schultz and Library Director Jessica MacPhail were also present. Robert Margis, Manager of Circulation, Outreach and Technical Services, was also present. Baylee Grace Johnson and Charis Woods were also present. Scott Anderson from the Racine Journal-Times was also present.

President Kaprelian-Becker called the meeting to order at 4:30 PM.

Public Forum – none.

With the board's consent, Ms. Kaprelian-Becker moved the Mobile Library replacement update to the first item.

New Business

1. Information

- a. The Mobile Library replacement update was given by Mr. Margis. The Mobile Library staff has met with the consultant, Michael Swendrowski, and developed a list of desirables for the replacement vehicle. They are considering using a truck chassis with an aluminum frame, which would provide more flexible shelving arrangements. They are planning to attend the 2015 Association of Bookmobile & Outreach Services on October 14-16 in St. Charles, Illinois, to get more ideas.

2. Action

- a. The Finance & Personnel Committee is in the process of setting a date for a meeting to consider the 2016 budget.

3. Information, continued

- b. Mr. Schultz gave a budget update. The Racine County funding will be reduced about \$30,000 due to a drop in circulation. The county funding formula uses a rolling 3-year average of circulation of physical items by county residents without a library to reimburse, at 100% of the cost, the municipalities with libraries. Lakeshores Library System is working with the County Executive to have a committee appointed whose charge will be to look at that formula.

- c. Ms. MacPhail gave an update on the sale of the land; our attorney has provided the potential buyer with all the information they have asked for. The earnest funds have been deposited in an escrow account and the timetable has been followed.
- d. Ms. MacPhail was very pleased to announce that the Kenosha Public Library, Community Library (Paddock Lake, Randall, Salem, Silver Lake and Twin Lakes), the Kenosha Library System, and Lakeshores Library System have all approved the inclusion of Kenosha Library System into the SHARE consortium. By July 1, 2016, residents from Racine, Kenosha and Walworth Counties will be able to use one online catalog.
- e. The missing video games report was discussed. The board had more questions about the status of this collection so it will be added to the next board agenda, along with an item about the age of patrons' access to materials.
- f. Upcoming opportunities for trustees:
 - a. **Building Your Capacity...Sustaining Your Library: Friends, foundations, and fundraising**
SEWI Program
Time/Date: 9am-12pm, Tuesday, September 29, 2015
Location: New Berlin Public Library
[Info & Registration](#)
 - b. Annual dinner for library trustees held by Lakeshores Library System, October 20, 2015, Lake Geneva, WI
 - c. Wisconsin Library Association conference, November 3-6, 2015, Madison Marriott West, Middleton, WI
 - d. Public Library Association conference, April 5-9, 2016, Denver, CO

Old Business

- 1. The grant was denied; focus is now on remodeling this building. No final report has been received by Library Planning Associates; Ms. MacPhail will distribute the draft report to our newest trustees.
- 2. The first "State of the Library" address will be given by Ms. MacPhail to the City Council Committee of the Whole on Tuesday, October 6, 2015 at 6pm.

Consent Agenda

- 1. It was moved by Ms. Riekoff and seconded by Mr. O'Hagan that the following items be approved:
 - a. The minutes of the August 20, 2015 regular board meeting
 - b. Personnel Report
 - i. Terminations: Rebecca Dougherty PT, Heather Thompson PT
 - ii. Promotion to FT: Rachel Zuffa
 - iii. New Hires PT: Mariah Dieter, Karen Gilpatrick
 - c. The financial report for the past month
 - d. The check and credit card purchases report for the past month
 - e. Library Director's Report

f. Dashboard Report

- i. Ms. MacPhail noted that circulation of downloaded materials was 7.6% of the total August circulation; for the year, it was 6.8% of circulation. These checkouts are now an integral part of library services and more serious attention will be given to this statewide collection by the Digital Library Steering Committee, of which she is chair.

Motion carried.

Items for the Next Agenda

- a. Missing video games report, continued from last meeting
- b. Age of patrons' access to materials
- c. 2016 budget
- d. Land sale update
- e. Parking lot use survey update
- f. Report from attendees at conferences

Next regularly scheduled board meeting date is October 15, 2015.

Having no further business to conduct, the meeting adjourned at 5:20 PM.

Respectfully submitted,

Jessica MacPhail
Recording Secretary