

# REVISED

RACINE PUBLIC LIBRARY  
BOARD OF TRUSTEES' MEETING  
MINUTES  
January 21, 2016

A regular monthly meeting of the Racine Public Library Board of Trustees was held on January 21, 2016, at 4:30 PM at the Racine Public Library in the Emily Lee Room.

Board members Carole Johnson, Melissa Kaprelian-Becker, Mollie Jones, James O'Hagan, Dwayne Olsen, Sandra Riekoff and Michele Woods were present. Board members Luisa Morales and Brian O'Connell were excused. Board members Ahmad Qawi and Chris Terry were absent. Business Manager Dan Schultz and Library Director Jessica MacPhail were also present. Staff member Nick Demske was also present.

President Kaprelian-Becker called the meeting to order at 4:34 PM.

## Committee Reports

1. It was moved by Mr. Olsen and seconded by Ms. Johnson to approve the minutes of the December 17, 2015 meeting of the Ad-Hoc Building and Grounds Committee. Motion carried.

## New Business

1. It was moved by Mr. Olsen and seconded by Ms. Riekoff to approve the recommendation of the Business Manager to deposit the bequest from Ms. Nancy Helfrich of \$77,261.94 to the Library Materials Fund. Motion carried.
2. It was moved by Ms. Johnson and seconded by Mr. O'Hagan to approve the Code of Ethics of the American Library Association. Motion carried.
3. It was moved by Mr. O'Hagan and seconded by Ms. Riekoff to approve the Circulation Rules and Regulations, with suggested changes. Motion carried.
4. It was moved Mr. Olsen and seconded by Ms. Johnson to approve the revised Dashboard Report. Motion carried.
5. Information
  - a. Ms. MacPhail presented the draft Road Map to 2020 and requested input from board members.
  - b. The Finance & Personnel Committee will meet on Thursday, January 28 at 1:00 PM to review the process of the library director's annual performance evaluation.
  - c. The Ad-Hoc Building and Grounds Committee will meet on Friday, February 5 at 1:30 PM to discuss hiring a consultant.
  - d. Upcoming opportunities for trustees:

- a. Wisconsin Library Association Library Legislative Day, February 9, 2016, Madison, WI
- b. Wisconsin Library Association conference, November 3-6, 2015, Madison Marriott West, Middleton, WI
- c. Public Library Association conference, April 5-9, 2016, Denver, CO (Mr. O'Connell will be attending)

#### Old Business

None

#### Consent Agenda

1. It was moved by Ms. Johnson and seconded by Ms. Riekoff that the following items be approved:
  - a. The minutes of the December 17, 2015 regular board meeting
  - b. Personnel Report
    - i. Retired FT: Cheryl Hansen
    - ii. New Hire PT: Bridgit Geibel
  - c. The financial report for the past month
  - d. Library Director's report
  - e. The check and credit card purchases report for the past month
  - f. Dashboard report

Motion carried.

#### Items for the Next Agenda

- a. Annual Report to Department of Public Instruction
- b. Draft "Road Map to 2020"
- c. Schedule for library director's annual performance review
- d. Review of policies last amended in 2005-2008 – Library Director
- e. 2016 wage scale – Business Manager
- f. Parking lot update

Next regularly scheduled board meeting date is February 18, 2016.

Having no further business to conduct, the meeting adjourned at 5:14 PM.

Respectfully submitted,

Jessica MacPhail  
Recording Secretary