

BOARD OF TRUSTEES MEETING  
November 18, 2010

AGENDA for the Racine Public Library Board of Trustees meeting to be held on Thursday, November 18, 2010 at 4:30 PM in the Emily Lee Room

- I. Call to Order
- II. Public Comment
- III. Finance & Personnel Committee – Geoffrey Schiveley  
No report
- IV. Items for Board Action
  1. Review UW-Parkside produced Strategic Plan for the library
  2. Begin the process for annual performance evaluation of the Library Director
  3. Review Bylaws of the Racine Public Library Board of Trustees; last time reviewed/amended was September 2005 (see enclosure one)
- V. Consent Agenda
  1. Approval of the minutes of the October 21 board meeting
  2. Personnel Report – no changes to report
  3. Approval of the vouchers and credit card purchases of the last month (see enclosure two)
  4. Approval of the October 2010 financial report (to be presented at the meeting)
  5. Library Director's Report (see enclosure three)
  6. Dashboard Report (see enclosure four)
- VI. Old Business
- VII. Items for the Next Agenda

VIII. The Board will convene in closed session to discuss a Memorandum of Understanding between the Racine Public Library (City of Racine) and AFSCME Local 67 (Racine Public Library Bargaining Unit) and pursuant to Wisconsin Statute 19.85(1)(c).

IX. Adjournment

If you are disabled and have accessibility needs or need information interpreted for you, please call the Racine Public Library's Business Office at 636-9170 at least 48 hours prior to the meeting.

BOARD OF TRUSTEES' MEETING  
MINUTES  
October 21, 2010

A regular monthly meeting of the Racine Public Library Board of Trustees was held on Thursday, October 21, 2010 at 4:30 PM in the Peggy D. Martin Story Room.

Board members Robert Goepel, Jerome Maller, Douglas Miller, Dwayne Olsen, Sandra Riekoff, and Theron Snell were present. Karen Dagg, Donna Maldonado, Lee Martinez, Geoffrey Schiveley, and Aron Wisneski were excused. The following people were also in attendance:

- Library Director Jessica MacPhail
- Business Manager Daniel Schultz
- Attorney for Local 67 Nick Kasmer
- Staff members Karen Jensen, Janet Roth, Heidi Fudge, Mary Zlosel, Keiko Skow, Sheri Hansen, and Stephanie Brunner
- Americorps Vista Volunteer Amber Richardson

President Douglas Miller called the meeting to order at 4:33 PM.

Americorps Vista Volunteer Amber Richardson spoke regarding her mission at the library.

Finance & Personnel Committee – Geoffrey Schiveley

No report

Action Taken by the Board

1. It was moved by Mr. Maller and seconded by Mr. Olsen to approve the purchase of new signs for the remodeled 2<sup>nd</sup> floor. Money that remains in the Langner Fund after paying construction costs would be used. Motion carried.

2. Discussion and action on the UW – Parkside produced Strategic Plan for the library was postponed until the November meeting by consensus.
3. It was moved by Mr. Goepel and seconded by Mr. Maller that the draft of the new Racine History Room Policy be referred back to the staff for further revision. After discussion the motion was withdrawn. It was moved by Mr. Snell and seconded by Ms. Riekoff that the policy be approved and that the adjunct Rules & Regulations section be referred back to the staff for revisions. Motion carried.
4. It was moved by Mr. Goepel and seconded by Ms. Riekoff that revisions to the Staff Attendance Policy be approved. Motion carried.
5. Action on a funding request for security enhancements was postponed to the November meeting by consensus.
6. The Library Director asked that possible 2011 budget adjustments be dropped from the agenda.
7. It was moved by Mr. Snell and seconded by Mr. Goepel to approve closing the library to the public for 1-2 days in November with the dates to be determined by the library's Owner Representative (Darcy Mohr) due to the remodeling project. Motion carried.

#### Consent Agenda

It was moved by Mr. Goepel and seconded by Mr. Olsen that the following items be approved as presented:

1. The minutes of the board meeting on September 16
2. Personnel Report  
Resignation Full Time: Ronald Datthyn
3. The vouchers and credit card purchases of the last month
4. The September 2010 financial report
5. Library Director's Report
6. Dashboard Report

Motion carried.

#### Old Business

None

#### Items for the Next Agenda

1. Strategic Plan
2. Budget revisions
3. Security enhancements
4. Racine History Room

Having no further business to conduct, the meeting adjourned at 5:00 PM.

Respectfully submitted,

A handwritten signature in cursive script that reads "Daniel Schultz". The signature is written in black ink and is positioned below the typed name.

Daniel Schultz  
Recording Secretary

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**RACINE PUBLIC LIBRARY**  
**Bylaws of the Library Board of Trustees**

**Article I. Identification**

The library shall be called and known as "Racine Public Library" and that shall be the style and signature of all instruments and papers relating to its publications or business. The library is located in the City of Racine, Wisconsin, existing by virtue of the provisions of Chapter 43 of the Wisconsin Statutes, and exercising the powers and authority and assuming the responsibilities granted it thereunder.

**Article II. Library Board of Trustees**

Section 1. Number and qualifications. The governing body of the library (Library Board) is composed of eleven members, nine of whom are residents of the City, appointed by the Mayor and confirmed by the Common Council. Membership shall be as provided in Sec. 43.54(1) of the Wisconsin Statutes. Not more than one member of the Common Council shall be a member of the Library Board at any one time and one of the Library Board members shall be a Unified School District Administrator or Administrator's representative. (Sec. 43.54(1)(c), Wis. Stats). Up to two of the eleven members may be appointed by the County Executive, with the approval of the County Board, pursuant to Sec. 43.60(3), Wis. Stats.

Section 2. Term of Office. Library Board members serve three-year terms. Appointment to an unexpired term exceeding 18 months shall constitute a full term for purposes of this section.

Section 3. Disqualifications, Vacancies. A member who changes municipality of residence shall immediately notify the secretary of the Library Board of such change. If the change of residence disqualifies the member from service on the Board under Sec. 43.54, Wis. Stats., the position shall be deemed vacant. A member who misses three consecutive meetings without requesting permission to be excused at least 24 hours before each meeting shall be considered to have resigned and the position shall be deemed vacant. The President shall notify the Mayor of vacancies and the Board may suggest to the Mayor names of persons who may qualify to fill a vacancy.

**Article III. Officers.**

Section 1. The members of the Library Board shall elect, from among their number, a President, Vice President, and Secretary. Such election shall be held at the Annual Meeting of the Board. Vacancies in office shall be filled by vote at the next regular meeting after the vacancy occurs. Officers shall serve a term of one year from the time they are elected. An officer may be re-elected, provided that it does not result in holding the same office for more than two consecutive years. The duties of officers shall be such as usually are performed by like officers of similar organizations, and as may be prescribed by the Library Board.

Section 2. A nominating committee shall be appointed by the President three months prior to the annual meeting and will present a slate of officers at the annual meeting. Additional nominations may be made from the floor at that time.

**Article IV. Meetings.**

Section 1. The Library Board shall meet regularly each month for the transaction of whatever business may be in order, the date and time to be determined by the Board. Five (5) members

shall constitute a quorum and the action of a majority of those present shall control, except as otherwise provided herein or by law.

**Section 2.** The Annual Meeting of the Library Board shall be in July.

**Section 3.** The order of business for regular meetings shall include, but not be limited to, the following items:

- a) call to order
- b) introduction of visitors
- c) public forum
- d) items for Library Board action
- e) consent agenda
  - 1) action on vouchers
  - 2) financial report
  - 3) Library Director's report
- f) old business
- g) adjournment

**Section 4.** Special meetings may be called on the written request of the President, or of any five members, stating the reason for the special meeting.

**Section 5.** The following decisions shall require concurrence and support of a majority of all members of the Library Board:

Purchase of Property  
Location of any Library Building  
Adoption of Purchasing Policy  
Adoption of Major Operation Policies  
Adoption of Policy on Material Selection  
Adoption of Annual Budget  
Initiation or Discontinuance of a Service Activity or Function

**Section 6.** Parliamentary Authority. Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedure of the meetings.

**Section 7.** Notice of all meetings shall be made in accordance with Wisconsin law.

## **Article V. Committees**

At the next regular meeting after the Annual Meeting, or as soon as practicable thereafter, the President shall appoint the following standing committee: Finance & Personnel.

The President may appoint any ad hoc committee which is deemed necessary by board action.

## **Article VI. Duties of the Library Board**

**Section 1.** Determine the policies of the library and develop the highest possible degree of operating efficiency in the library.

**Section 2.** Select and appoint a competent Library Director.

**Section 3.** Advise in the preparation of the budget, approve a budget, and ensure that adequate funds are provided to finance the approved budget.

**Section 4.** Through the Library Director, supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.

**Section 5.** Study and support library-related legislation that will bring about the greatest good to the greatest number of users.

**Section 6.** Cooperate with other public officials and boards and maintain vital public relations.

**Section 7.** Strive to meet and exceed Wisconsin Standards for Public Libraries.

**Section 8.** Uphold and comply with the Ethics Statement for Public Library Trustees developed by the American Library Trustee Association and the Public Library Association, and all City and State ethics codes.

**Section 9.** Manage the Library's trust funds.

## **Article VII. Library Director.**

The Library Director shall be considered the executive officer of the board and shall have sole charge of the administration of the library under the direction and review of the board. The Library Director shall be held responsible for the care of the buildings and equipment, for the employment and direction of the staff, for the efficiency of the library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget. The Library Director shall attend all board meetings and shall act as Secretary to the committees of the Library Board but shall have no vote.

The Library Director shall be appointed by the Library Board, and at all times shall be under its direction, and hold the position during its pleasure, subject only to the provisions of such written contract of employment as may be entered into. The appointment or termination of employment of the Library Director shall be made only by concurrence of a majority of all the members of the Library Board. The Library Director shall administer the personnel policy of the library and is charged with the selection of qualified and competent professional, clerical, and custodial personnel to properly staff the library.

The Library Director is to prepare a written report which will be delivered to each Library Board member three days previous to the regular Library Board meeting. Order of business shall be stated in the Agenda provided by the Library Director. The Library Director is to report completely and fully to the Library Board on personnel changes and other matters of library management.

Recommendations for major changes in library policy shall be submitted to the Library Board by the Library Director.

## **Article VIII. General.**

**Section 1.** These Bylaws, having been adopted by a two-thirds majority of all members, shall be altered, added to, or repealed, only by the concurrent action of a majority of all members of the Library Board at a regular or special meeting thereof. Further, all Library Board members shall receive written notice of proposed changes in the Bylaws at least two weeks before the regular Library Board meeting.

Bylaws as approved by the Library Board of Racine, Wisconsin March 24, 1964 and as amended:

December 15, 1971  
November 21, 1990  
September 18, 1991  
June 19, 1992  
May 16, 1996  
October 15, 1998  
May 18, 2000  
September 15, 2005

EXPENDITURES PAID BY CREDIT CARD

Voucher #	Vendor	Description	Amount
17286	FactoryDirectCraft.com	ribbon for cd programs	\$ 58.84
17287	Hobby Lobby #283	programming supplies	\$ 9.52
17288	The Home Depot	network supplies due to remodeling	\$ 16.11
17289	Newegg.com	azio ethernet switch (3)	\$ 35.85
17290	Okidatapro	epson parallel interface (3)	\$ 64.97
17291	Belle City Fire Extinguisher Co., Inc.	recharge fire extinguisher	\$ 21.80
17292	City Gas	gas for panel van 13.660 gal at \$2.779/gal	\$ 37.96
17293	M&M Douglas Park Service	gas for panel van 24.75 gal at \$2.839 per gal & fix flat	\$ 89.20
17294	radio shack/regency mall	weather radio	\$ 79.99
17295	Sanders Paint & Wallpaper Inc.	paint & supplies for 2nd floor	\$ 100.28
17296	Spinnakers Restaurant	didn't include tip on original invoice	\$ 17.22
17296	Spinnakers Restaurant	lunch for 8 with warren graham	\$ 90.26
17297	The Edgewater	lodging in madison wi/vista volun meeting	\$ 28.45
17298	A. Rifken Co.	locking money bags (3)	\$ 69.08
17299	American Library Association	happy birthday READ dvd	\$ 162.00
17300	Anderson Pest Solutions	october pest control	\$ 56.50
17301	at & t	dept head cell phone usage	\$ 288.76
17302	BBC Audiobooks America	ad audio	\$ 323.72
17303	The Boelter Companies	janitorial supplies	\$ 160.95
17304	Center Point Large Print	ad lp fiction	\$ 168.31
17305	City Gas	gas for panel van 17.479 gal at \$2.879 per gal	\$ 50.32
17305	City Gas	gas for panel van 22.946 gal @ \$2.659 per gal	\$ 61.01
17306	DearReader.com	online book clubs/11 clubs	\$ 375.00
17307	DEMCO, Inc.	processing supplies	\$ 185.36
17308	Dunkin' Donuts	board meeting supplies	\$ 7.99
17309	Express Employment Professionals	temporary maint help for w/e 08/22/10 40 hrs	\$ 940.00
17309	Express Employment Professionals	temporary maint help for w/e 09/19/10 32 hrs	\$ 752.00
17309	Express Employment Professionals	temporary maint help for w/e 09/26/10 40 hrs	\$ 940.00
17309	Express Employment Professionals	temporary maint help w/ 10/03/10 40 hrs	\$ 940.00
17309	Express Employment Professionals	temporary maint help w/e 10/10/10 40 hrs	\$ 940.00
17310	Findaway World, LLC	ad audio	\$ 102.98
17311	The Gale Group	ad lp fiction	\$ 49.58
17312	Harris Infosource	ad nf	\$ 470.00
17313	Hasler, Inc.	postage meter rental/4th qtr 2010	\$ 135.00
17314	Highsmith Inc.	book truck	\$ 230.40
17315	the journal times	advertising	\$ 451.25
17316	M&M Douglas Park Service	trouble with turn signals on panel van	\$ 81.94
17317	The McGraw-Hill Companies	juv nf	\$ 148.36
17319	Midwest Tape	ad dvd	\$ 64.77
17319	Midwest Tape	juv cd	\$ 252.57
17319	Midwest Tape	juv dvd	\$ 466.74
17320	Milwaukee Map Service, Inc.	ad nf	\$ 66.00
17321	Office Copying Equipment Ltd	maint chrg sharp mx5500n 08/31 - 09/29	\$ 325.66
17322	Radisson Hotel Racine Harbourwalk	lodging & meals for security consultant	\$ 114.71
17323	Random House Inc	ad audio	\$ 138.95

## EXPENDITURES PAID BY CREDIT CARD

Voucher #	Vendor	Description	Amount
17324	recorded books	ad audio	\$ 465.34
17324	recorded books	ad dvd	\$ 33.00
17325	Research Technology International	supplies for disc cleaning machine	\$ 359.95
17326	Respond Systems	first aid supplies	\$ 80.45
17327	Ricoh Americas Corporation	maint chrg ricoh ld120 07/01 - 09/30	\$ 5.82
17328	Sprint	connectivity for bkm wireless modems	\$ 171.98
17329	staples business advantage	september office supplies	\$ 264.99
17330	TDS Metrocom	internet connectivity/public workstations	\$ 312.04
17331	Thomson West	ad nf	\$ 185.00
17332	Viking Land Mobile Communications,	4 batteries for radios	\$ 203.50
17333	Waste Management of Wisconsin	garbage & recyclables collection/october 2010	\$ 191.52
17334	Wisconsin Library Association	2010 wla annual conference/nov 2-5, 2010/wisconsin	\$ 184.00
17336	amazon.com	ad audio	\$ 38.94
17336	amazon.com	ad cd	\$ 17.13
17336	amazon.com	ad dvd	\$ 594.26
17336	amazon.com	ad nf	\$ 276.63
17336	amazon.com	juv dvd	\$ 120.00
17336	amazon.com	juv fiction	\$ 19.96
17344	Baker & Taylor Books	ad audio	\$ 873.45
17344	Baker & Taylor Books	ad cd	\$ 542.89
17344	Baker & Taylor Books	ad fiction	\$ 3,492.98
17344	Baker & Taylor Books	ad nf	\$ 5,797.10
17344	Baker & Taylor Books	ad video	\$ 1,374.27
17344	Baker & Taylor Books	juv cd	\$ 226.02
17344	Baker & Taylor Books	juv easy books	\$ 3,165.46
17344	Baker & Taylor Books	juv fiction	\$ 1,489.32
17344	Baker & Taylor Books	juv nf	\$ 1,632.22
17344	Baker & Taylor Books	juv paperbacks	\$ 465.40
17344	Baker & Taylor Books	juv video	\$ 159.63
17345	CCNow Inc.	ad nf	\$ 14.00
17346	Chicago Distribution Center	ad nf	\$ 50.00
17347	In-Depth Editions	ad nf	\$ 30.20
17348	Library Journal	magazine subscription renewal	\$ 315.98
17349	maxim	subscription renewal	\$ 14.97
17350	Price Digests	ad nf	\$ 69.95
17351	Sierra Magazine	magazine subscription	\$ 12.00
17352	Technology Grant News	ad nf	\$ 85.00
			<u>\$ 33,505.71</u>

## EXPENDITURES PAID BY CHECK

Voucher #	Vendor	Description	Amount
6503	Daniel Bullock	scarring party concert/cd program/nov 11	\$ 300.00
6504	Erie County Public Library	lost ill materials	\$ 44.99
6505	Ann Lininger	evergreen software demo/horicon wi/9-30-10	\$ 85.60
6506	Metafly Books LLC	adult non fiction	\$ 17.95
6507	Perfecturf Lawncare	mow grass newman road property	\$ 175.00
6507	Perfecturf Lawncare	mow grass/sept 2010	\$ 270.00
6508	Racine Water & Wastewater Utilities	water/sewer usage chrg/6-20 to 9-20-10	\$ 20,784.03
6509	Romme Printing	business cards (500)/bob margis	\$ 55.00
6510	Samantha Hanneman	lost books paid for later found	\$ 53.70
6511	Unique Management Services, Inc.	placements with collection agcy/sept 2010	\$ 528.05
6512	UPS	shipping charges	\$ 42.27
6513	Velvet Touch Laundromat	laundering of puppets and hand toys	\$ 8.93
6514	Warren Graham	parking fee for security consultant	\$ 32.00
6515	EBSCO Subscription Services	magazine discontinued	\$ (37.95)
6515	EBSCO Subscription Services	magazine not available	\$ (29.32)
6515	EBSCO Subscription Services	magazine rate adjustment	\$ (1.31)
6515	EBSCO Subscription Services	magazine subscription	\$ 93.71
6515	EBSCO Subscription Services	rate adjustment on magazines	\$ 8.15
6515	EBSCO Subscription Services	subscript refund	\$ (29.96)
6516	Dakota County Library	pay for lost ill materials	\$ 15.00
6517	Ann Lininger	mileage reimbursement/october 2010	\$ 171.20
6518	MJI	janitorial services/september 2010	\$ 3,134.42
6519	O & H Danish Bakery	donuts for all staff meeting	\$ 38.40
6520	Per Mar Security Services	security guard services/weeks end 9/18 and 9/25/10	\$ 1,698.93
6521	Sanders Paint & Wallpaper Inc.	paint/supplies for 2nd floor	\$ 107.28
6522	Steve Kokette	juv non fiction	\$ 15.00
			<u>\$ 27,581.07</u>

**Library Director's Report**  
**November, 2010**

**Activities:**

- Second floor reopens Friday, November 12 (soft opening)
- Presented library budget to City Council
- Recruited volunteers and staffed "welcome" kiosk at front door to guide patrons during renovation
- VISTA Supervisor check-in
- Saturday, November 13, Friends of the Library "Breakfast with the Authors, featuring Jane Hamilton"
- Racine Literacy Council Spelling Bee, served as timekeeper

**Routine Meetings:**

- Department heads
- Executive Board of Downtown Rotary as President-Elect
- RPL Foundation Board

**Information:**

- Second Floor Grand Re-Opening will be Tuesday, December 2, 2010 from 6:00pm to 8:00pm
- History Room rules and regulations

**Upcoming:**

- Second Floor Grand Re-Opening will be Tuesday, December 2, 2010 from 6:00pm to 8:00pm

RACINE PUBLIC LIBRARY  
"DASHBOARD" REPORT  
OCTOBER 2010

<b>Collections</b>	<u>Current month</u>	<u>YTD</u>	<u>YoY - 2009</u>
Circulation	72,611	856,118	91,101
Holds placed	12,064	111,156	11,293
Interlibrary loans	6,024	65,133	6,296
Self checkout machine usage	4,114	51,152	not avail
Materials budget expended (in percent)	6%	82%	5%
New items ordered	1,319	23,793	1,092
Donations added	207	3,664	262
Free documents added	11	179	8
<b>Services</b>			
Copies made (by public)	2,245	26,111	2,764
Internet usage	3,432	53,317	4,430
<b>Visibility &amp; Value</b>			
Programs held	53	382	65
Program attendance	1,057	9,496	1,313
Press releases	12	56	24
<b>Access</b>			
Hours open	387	3,810	426
Circulation per hour open	188	225	203
Library visitors	22,265	285,458	26,610
Subject headings & authorities established	1,385	16,711	1,899
Materials mended	623	11,563	1,203
Older materials discarded	791	25,998	1,308
New library card registrations	520	5,117	672
<b>Revenue</b>			
Unrestricted gifts	\$0	\$2,290	\$20
Memorials, restricted gifts	\$350	\$2,923	\$330
Special fund-raising events	\$0	\$0	\$0
Extraordinary revenues or expenditures	\$0	\$3,422	\$0