

LIBRARY BOARD MEETING  
MINUTES  
December 20, 2007

The regular monthly meeting of the Racine Public Library Board of Trustees was held on December 20, 2007 at 4:30 PM in the Emily Lee Room.

Board members Karen Dagg, Thomas Friedel, Robert Goepel, Douglas Miller, Dwayne Olsen, Geoffrey Schiveley, and Theron Snell were present. Jerome Maller and Lee Martinez were excused. Debra Embry was absent. Library Director Jessica MacPhail, Business Manager Daniel Schultz, and Head of Circulation and Extension Services Robert Margis also attended.

President Thomas Friedel called the meeting to order at 4:31 PM.

Aaron Maldonado from Horlick High School sat in on the meeting.

Mr. Margis talked to the board about our collection activities. He explained that the library will turn over the names of patrons owing \$25 in fines and overdue materials to Unique Management, the collection agency the library uses. The prior amount was \$40. The board has already approved this change but the amount spent on collection services will go up to approximately \$11,000 annually.

Mr. Margis left the meeting.

Finance & Personnel Committee – Douglas Miller

After reviewing the Violence in the Workplace Prevention Policy, it was moved by Mr. Goepel and seconded by Mr. Olsen to refer it back to the committee for further changes. Motion carried. It was moved by Mr. Olsen and seconded by Ms. Dagg to approve the Guidelines for Employee Benefits for Part-Time Employees of the Racine Public Library as amended superficially at the meeting. Motion carried.

Internet Acceptable Use Policy Committee (Ad-Hoc) – Geoffrey Schiveley

Mr. Schiveley reported the committee will soon have a revised policy for the board's review.

Action Taken by the Board

1. It was moved by Mr. Snell and seconded by Mr. Olsen to approve the 2008 Memorandum of Agreement between Lakeshores Library System and the Racine Public

Library. Motion carried. The library will receive \$1,385,312 in funding from Racine County in 2008.

2. A new policy on the use of trust funds will be presented to the board in January.
3. The board decided by consensus to submit names to Mayor Becker to fill a vacancy on the board left by the passing of Thomas Kexel.
4. It was moved by Mr. Miller and seconded by Mr. Olsen to deposit an unrestricted gift from Helen Taylor in the amount of \$5,000 with M & I Trust to join the Racine Public Library Memorial Fund. Motion carried.
5. It was moved by Mr. Snell and seconded by Mr. Goepel to close the library to the public on January 25, 2008 for an in-service training day for the staff. Motion carried. It was moved by Mr. Olsen and seconded by Mr. Schiveley to provide lunch for the staff from the Gift & Memorial Fund up to \$400. 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 November 15, 2007 board meeting
2. Personnel Report – no changes
3. Vouchers and credit card purchases of the last month
4. The November 2007 financial report
5. Library Director's Report
6. "Dashboard" Report

Motion carried.

#### Old Business

The board was informed that Lakeshores Library System will be moving to a different location on January 1, 2009.

#### Items for the Next Agenda

None

It was moved by Mr. Goepel and seconded by Mr. Schiveley that the board be convened in closed session to discuss the annual performance evaluation of the Library Director, pursuant to Wisconsin Statute 19.85(1)(c). Motion carried. The President then announced, at 5:33 PM, that the board would convene into closed session for reasons stated in the motion and pursuant to Wisconsin Statute 19.85(1)(c).

Having no further business to conduct, the meeting adjourned at 5:40 PM.

Respectfully submitted,

Daniel Schultz  
Recording Secretary