

**Rapid City Public Library Board of Trustees
Board Meeting
Monday, May 14, 2018 12:00 p.m.**

The regular meeting of the Rapid City Public Library Board of Trustees was called to order by Faye Bice on May 14, 2018 at 12:00 p.m.

Present by roll call: Faye Bice, Becky Drury, Casey Martin, Paulette Schenck, Mike Mathews, Pat Jones and Mary Garrigan. A quorum was present.

Absent: None.

Additions or corrections to the agenda: None.

Motion by Pat Jones, second by Mike Mathews to approve the agenda as published; no further discussion; motion carried unanimously.

Introduction of Staff: Kristyn Ward and Dan Thomas introduced themselves as two new Library Associates at RCPL.

Mary Garrigan arrived at 12:01 p.m.

Wade Nyberg introduced himself as the Assistant City Attorney taking over for Carla Cushman.

Public Comment: None.

Appeal of Suspension:

A suspension appeal for Leo Swallow was reviewed by the board. Discussion was held regarding the incidents that led to this suspension.

Motion by Jones, second by Casey Martin to uphold the suspension; no further discussion; motion carried unanimously.

CONSENT CALENDAR ITEMS

Consent Calendar Items – Action required authorizing the Finance Officer to issue warrants or treasurer’s checks, drawn on proper funds, in payment thereof. The following items are consent items for final action to be taken on by a single vote. Any items may be removed from the Consent Calendar by a Board person, the Director, or a citizen, for separate consideration.

Consent Calendar Items:

Approve Minutes from Library Board of Trustees Meeting, April 9, 2018

Approve Financial Executive Summary, including Bill List (see attachment)

Motion by Mary Garrigan, second by Mathews to approve the consent calendar as presented; no further discussion; motion carried unanimously.

ADMINISTRATIVE REPORTS

Director’s Report:

Terri Davis informed the board that the conference she’s been asked to speak at in Montana has offered a stipend that Davis would like to donate to the Foundation with the board’s approval. Jones asked if the stipend could be made out to the Foundation directly. Wade Nyberg agreed that having the stipend made out to the Foundation would be best and said that if the stipend was made out to Davis, the board would need to approve. Davis is following up with the conference.

Becky Drury asked what kind of progress the library has made with employment skill training. Davis responded that she's been in contact with Charity Doyle and Linda Shroll. One step is that the library will be starting a story time at WAVI to encourage them to use the library and attend weekly events. The library will also notify area groups once we have a specific schedule for upskilling classes.

Faye Bice asked about the state library visit on May 11. Davis said that the tour and visit went well with those attending impressed with the library and what we're doing.

Paulette Schenck proposed having a public open house to market our services, similar to what the Chamber of Commerce does. This could be done next year during National Library Week or possibly during Library Card Sign-up in September.

After a question about the CIP update, Davis explained the roof replacement will be managed by the city through a specific budget.

Motion by Martin, second by Drury to acknowledge the Director's Report; no further discussion; motion carried unanimously.

Strategic Plan Update:

Motion by Jones, second by Garrigan to acknowledge the Strategic Plan Update; no further discussion; motion carried unanimously.

Purge of Expired Patron Records:

Some discussion was held on the purge of expired patron records and ways to reduce lost materials charges. This is being investigated further by the library.

Motion by Mathews, second by Jones to acknowledge the Purge of Expired Patron Records Report; no further discussion; motion carried unanimously.

1st Quarter Statistics:

Motion by Drury, second by Martin to acknowledge the 1st Quarter Statistics Report; no further discussion; motion carried unanimously.

1st Quarter Pennington County Statistics:

After looking at the report, there was discussion on the reciprocal borrowing trial in the Black Hills Library Consortium. Others in the consortium are considering expanding the trial to their libraries.

Motion by Martin, second by Mathews to acknowledge the 1st Quarter Pennington County Statistics Report; no further discussion; motion carried unanimously.

Surplus Property Report:

Motion by Drury, second by Jones to acknowledge the Surplus Property Report; no further discussion; motion carried unanimously.

BUILDING COMMITTEE

2019-2021 CIP Funding:

Motion by Martin, second by Jones to approve revisions to the 2019 – 2021 CIP funding requests for HVAC systems. Davis said that the HVAC project identified for 2020 is expected to cost more than originally anticipated. In order to accomplish this, other items on the CIP list will be delayed or removed. Per Davis, these items could be undertaken if savings become available. Motion carried unanimously.

FINANCE COMMITTEE

Supplemental Appropriation:

Motion by Bice, second by Martin to approve the updated supplemental appropriation to the Library 2018 County (Rural) to include 2017 EOY balance adjustments in the amount of \$5,374.80; Davis provided the background on how this supplemental appropriation came to be; motion carried unanimously.

POLICY COMMITTEE

Registration Policy:

Motion by Jones, second by Mathews to approve revisions to the Registration Policy as presented. Bice asked Davis to explain the reasoning for the change. Davis spoke about improved patron identification, streamlining the computer guest process and simplifying the wording. There was some discussion on patron reluctance to have a photo taken and what that would mean. Based on the library's confidentiality policy and law, these photos would be kept private. There may be exceptions based on religious beliefs. Motion carried unanimously.

ITEMS FROM BOARD MEMBERS / LIAISON REPORTS

City Council Liaison: Becky Drury reported that there was a vote coming up for the Civic Center. The Collective Impact Study, Elevate Rapid City and the 2019 budget are also on the horizon.

County Liaison: Paulette Schenck reported that the county elections are coming up.

Foundation: Schenck reported that there was a change of personnel on the board and that the Foundation is looking at doing some strategic planning this summer.

Friends: Sean Minkel reported that the Friends have completed the move into their new space and are doing well.

ADJOURN Motion by Jones, second by Mathews to adjourn at 1:00 p.m.; no further discussion; motion carried unanimously.

UPCOMING EVENTS

Summer Reading Kickoff
Library Board Meeting

Saturday, May 19, 10:30-1:30
June 11, 2018