

Rapid City Public Library Board of Trustees
Board Meeting
Monday, June 11, 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 June 11, 2018 at 12:00 p.m.

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

Absent: Mike Matthews

Additions or corrections to the agenda: None.

Motion by Becky Drury, second by Mary Garrigan to approve the agenda as published; no further discussion; motion carried unanimously.

Pat Jones arrived at 12:01 p.m.

Introduction of Staff: None.

Public Comment: None.

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, May 14, 2018

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

Motion by Casey Martin, second by Pat Jones to approve the consent calendar as presented; discussion was held on the need for a 2016 to 2018 comparison of the financial executive summary due to the library remodel in early 2017; motion carried unanimously.

ADMINISTRATIVE REPORTS

Director’s Report:

Terri Davis informed the board that the Mayor has asked all city departments to reduce their budget for 2019. The library’s management team reviewed the budget and sent forward a proposal based on minimizing impacts to public services. The revised budget will most likely be brought back to the board in July.

Faye Bice asked how the policy change requiring patron photos was going. Per Davis, the change is going well and that staff are learning how best to take photos.

Drury asked about the Ellsworth Air Force Base library cards, which were provided by a grant. Twenty-five cards have been issued so far, but Davis will be checking in with the base to see if they’re going to do any more marketing.

Garrigan commented on the amazing Summer Reading kickoff event, which had almost 1,400 attendees, topping last year’s attendance of 1,100.

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

FINANCE COMMITTEE

Wage step recommendation:

Motion by Faye Bice, second by Jones to approve Library Services Coordinator – Event Services starting wage for Janet Parr at Grade NU16, Step 10 (\$49,213.00 annually). Discussion was held on the background for the city’s non-union rules for promotion and Janet’s current position and role at the library. The increase in wages will be covered by vacancy savings. Motion carried unanimously.

POLICY COMMITTEE

Collection Development Policy:

Motion by Jones, second by Martin to approve revisions to the Collection Development Policy as presented. A discussion was held on the nature of the policy and how the changes will clarify collection development. Garrigan confirmed that the process to have library material reconsidered hasn’t changed. Motion carried unanimously.

Donation Policy:

Motion by Jones, second by Garrigan to approve the creation of a Donation Policy; discussion was held on why this section of the original collection development policy was moved into a separate document; motion carried unanimously.

ITEMS FROM BOARD MEMBERS / LIAISON REPORTS

City Council Liaison: Drury reported that the 2019 budget is one of the top priorities right now.

County Liaison: Schenck reported that there will be changes on the county board as a result of the election.

Foundation: Schenck reported that the Foundation is looking at a strategic plan in the July and August meetings.

Friends: Sean Minkel reported that the Friends are having a sale from June 21 – 23. Their last meeting was cancelled, but they have another meeting scheduled for June 14. Davis reported that the Friends are also considering investment changes.

ADJOURN Motion by Drury, second by Jones to adjourn at 12:31 p.m.; no further discussion; motion carried unanimously.

UPCOMING EVENTS

Strategic Plan presentation to City Council	July 2 [tentative]
Library Board Meeting	July 9
Council Budget Hearing	TBD