

Rapid City Public Library Board of Trustees
Board Meeting
Monday, July 9, 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 July 9, 2018 at 12:01 p.m.

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

Absent: Mike Matthews and Casey Martin.

Additions or corrections to the agenda: None.

Motion by Mary Garrigan, second by Becky Drury to approve the agenda as published; no further discussion; upon a roll call vote being taken, the vote was: Aye: 4 Nay: 0; motion carried unanimously.

Introduction of Staff: Abby Crittenden and Krista Licht introduced themselves as new library employees.

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, June 11, 2018

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

Motion by Drury, second by Garrigan to approve the consent calendar as presented; no further discussion; upon a roll call vote being taken, the vote was: Aye: 4 Nay: 0; motion carried unanimously.

ADMINISTRATIVE REPORTS

Director’s Report:

The director’s report was provided to the board and Terri Davis asked if there were any questions.

Pat Jones asked if there was any response from the strategic planning presentation to the City Council. Per Davis and Drury, there has been no further communication regarding the presentation.

The planned August 2018 library shadowing at Siouxland Libraries for the Assistant Director was discussed. Rapid City Public Library is open to hosting a Siouxland librarian here as part of the exchange.

Current library vacancies were discussed after a question posed by Faye Bice. The library currently has 3 vacant positions.

Paulette Schenck asked about training opportunities for other libraries in the state or west river with RCPL. Per Davis, the State Library provides training and there are also resources available from the South Dakota Library Association Conference and the bi-annual Black Hills Area Librarians meetings, sponsored and hosted by RCPL.

Motion by Pat Jones, second by Garrigan to acknowledge the Director's Report; no further discussion; upon a roll call vote being taken, the vote was: Aye: 4 Nay: 0; motion carried unanimously.

The board was informed of the upcoming performance review for the library director. After discussion on the most effective method, it was determined that there should be a 360 review on the library director with staff submitting anonymous responses to Survey Monkey based on the performance review template. The survey deadline was set at one week. Bice, Jones and Schenck were chosen to review the feedback and template with a goal to have the performance review completed by the August 14 library board meeting.

FINANCE COMMITTEE

2019 Budget:

Motion by Bice, second by Jones to approve the revised 2019 budget as presented. Discussion followed on the 2019 budget changes and the priority based budgeting model. There was also discussion on the future of library funding and the need to increase funding available through the Foundation and Friends of the Library. Upon a roll call vote being taken, the vote was: Aye: 4 Nay: 0; motion carried unanimously.

POLICY COMMITTEE

Fines Forgiving Policy:

Motion by Jones, second by Drury to approve revisions to the Fines Forgiving Policy as presented; discussion followed on this being a clean-up of the policy rather than any substantial change; upon a roll call vote being taken, the vote was: Aye: 4 Nay: 0; motion carried unanimously.

Loan Periods, Fines and Fees Policy:

Motion by Jones, second by Garrigan to approve changes to the Loan Periods, Fines and Fees Policy as presented; discussion was held on the change from \$8.00 to \$5.00 maximum overdue fines with the reasoning given as encouraging patrons to return lost materials and remove a barrier to service; upon a roll call vote being taken, the vote was: Aye: 4 Nay: 0; motion carried unanimously.

Notices Policy:

Motion by Jones, second by Garrigan to approve revisions to the Notices Policy as presented. Discussion was held on the change from using the City Attorney's office to a collection agency in order to recover lost items for accounts owing more than \$50. Upon a roll call vote being taken, the vote was: Aye: 4 Nay: 0; motion carried unanimously.

Registration Policy:

Motion by Jones, second by Drury to approve the changes to the Registration Policy as presented. Discussion was held on the significant updates which included the age requirement changes, designated users, and clearing fines at other Black Hills Library Consortium libraries. Upon a roll call vote being taken, the vote was: Aye: 4 Nay: 0; motion carried unanimously.

ITEMS FROM BOARD MEMBERS / LIAISON REPORTS

City Council Liaison: Drury reported that the city budget is still being worked on and other departments are also making cuts. Lisa Modrick will be taking over from Drury as liaison effective immediately. Public works is also giving a presentation on July 10 to go over flooding concerns in the city – all are invited to attend.

County Liaison: No report provided.

Foundation: Schenck reported that the Foundation is working on a strategic plan for tentative completion in August. On July 10, there will also be a Democracy in Action event at the library for One Book South Dakota. Everyone is invited to the panel discussion.

Friends: Sean Minkel reported that the Friends of the library reduced inventory and raised revenue by holding a successful sale in June.

ADJOURN Motion by Drury, second by Garrigan to adjourn at 1:04 p.m.; no further discussion; motion carried unanimously by roll call vote.

UPCOMING EVENTS

Library Board Meeting
Library Board Meeting

August 13
September 10

DRAFT