

Rapid City Public Library Board of Trustees
Board Meeting
Monday, August 13, 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 August 13, 2018 at 12:00 p.m.

Present by roll call: Faye Bice, Casey Martin, Paulette Schenck, Mike Matthews and Lisa Modrick. A quorum was present. Pat Jones and Mary Garrigan arrived after roll call.

Absent: None.

Additions or corrections to the agenda: None.

Motion by Mike Matthews, second by Casey Martin to approve the agenda as published; no further discussion; motion carried unanimously.

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, July 9, 2018

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

Motion by Matthews, second by Lisa Modrick to approve the consent calendar as presented; no further discussion; motion carried unanimously.

ADMINISTRATIVE REPORTS

Director’s Report:

Terri Davis emphasized a library training webinar coming up on August 22. If board members participate, they are requested to notify the business office to document their participation; this is required for accreditation purposes. The board members were asked if there were any questions regarding other items on the director’s report.

Pat Jones arrived at 12:03 p.m.

Davis was asked several questions about the library’s ongoing job skills events. These sessions are intended to give people in the community the skills they need to get a job or a promotion. Participation has been limited so the date and time will be reviewed for 2019. The library will also be looking at offering these online as well as in person. Lastly, marketing has been sent out to many local agencies, but upon recommendations from the board we will also be looking at the Black Hills Society for Human Resource Management, Job Corps, and correctional placement facilities. An option to hold a job fair or Summer Jobs training for teens next year was also discussed.

Mary Garrigan arrived at 12:13 p.m.

Bice asked how the computer access accounts change has been going. Per Davis this has been going smoothly with only a few people bringing up issues as most are used to having their pictures taken for memberships.

Motion by Pat Jones, second by Matthews to acknowledge the Director's Report; no further discussion; motion carried unanimously.

POLICY COMMITTEE

Collection Services Memo:

Motion by Jones, second by Martin to authorize issuance of a Request for Proposal (RFP) for collection services. Davis let the board know that the intention of the collection agency is to follow up with patrons owing \$50 or more on lost materials. Wade Nyberg explained the RFP process and why it would make sense to use in this situation. Motion carried unanimously.

ITEMS FROM BOARD MEMBERS / LIAISON REPORTS

City Council Liaison: Lisa Modrick introduced herself as the newly-assigned Council liaison, and reported that the City Council is working on review dates for the 2019 budget. Davis provided some additional information on the 2019 budget process for the library and stated that after the City Council has approved a budget, we will be bringing this information back to the Library Board. Davis reported that the current 5.1% cut was achieved by reviewing the Priority Based Budgeting results. Modrick also shared that the Mayor has opened up the Vision Fund application process, for special projects not otherwise in yearly budgets.

County Liaison: No report provided.

Foundation: Schenck reported that the Foundation has generated some ideas for their strategic plan and will be looking at priorities next.

Friends: Sean Minkel reported that the Friends are in the process of reviewing their financial investments and are seeking more volunteers to deal with a large amount of donations. Volunteers are recruited largely through word of mouth, 211 and we do have a few members who started through RSVP.

Before moving into executive session, Davis asked the board to make sure to register for the upcoming training.

EXECUTIVE SESSION

Motion by Martin, second by Jones to enter executive session for the purposes of staff performance review pursuant to SDCL 1-25-2(1) at 12:36 p.m.; no further discussion; motion carried unanimously.

Executive Session

Motion by Jones, second by Matthews to leave executive session at 1:08 p.m.; no further discussion; motion carried unanimously. No action was taken as a result of the executive session.

ADJOURN Motion by Martin, second by Matthews to adjourn at 1:09 p.m.; no further discussion; motion carried unanimously.

UPCOMING EVENTS

<i>Webinar: Getting Unstuck: help your Board, staff and town talk about library funding</i>	August 22, noon-1:00 p.m.
Library Card Sign-up Month	September 1-30
Library Board	September 10, noon
Festival of Books	Sioux Falls, September 20-24
South Dakota Library Association Conference	Sioux Falls, September 26-28