

Rapid City Public Library Board of Trustees
Board Meeting
Monday, September 10, 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 September 10, 2018 at 12:00 p.m.

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

Absent: None.

Additions or corrections to the agenda: None.

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

Introduction of Staff: Mackenzie Betcher introduced himself as the newest Customer Service Specialist working at the library.

Mary Garrigan arrived at 12:02 p.m.

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, August 13, 2018

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

The Financial Executive Summary was removed by Terri Davis.

Motion by Mary Garrigan, second by Jones to approve the consent calendar minus the Financial Executive Summary; no further discussion; motion carried unanimously.

Financial Executive Summary:

Discussion was held on what could be done to clarify the vacancy portion of the report. After discussion, it was determined that a fourth column labeled “Status” will be added to provide information for vacant positions.

Motion by Martin, second by Jones to approve the financial executive summary as provided, including the bill list; no further discussion; motion carried unanimously.

ADMINISTRATIVE REPORTS

Director’s Report:

Terri Davis notified the board that she would be out of the office while attending conferences for part of September.

The library is looking to update the carpet in the upstairs meeting room as the replacement cycle for such a heavily used area needs to be reduced to 5 years.

Jones complimented the library's communication regarding 3D printing as it's been in the news recently and the holds process for patrons. Per Davis, while the library has had 3D printing rules in place online, we will be adding to a policy in the future.

Schenck complimented the library on its Summer Reading Program and exemplary participation.

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

Library Exchange Report:

Sean Minkel provided a report on the library exchange and answered questions regarding his visit of Siouxland Libraries. Additional information and ideas will be shared with library staff in the coming weeks.

Motion by Martin, second by Garrigan to acknowledge the Library Exchange Report; no further discussion; motion carried unanimously.

POLICY COMMITTEE

Collection Services RFP:

Motion by Jones, second by Martin to approve contracting with Unique Management Services, Inc. (UMS) for collection services. Discussion was held comparing the background information for the two companies, the cost, focus on recovery of materials, and the control that the library would retain over who is taken to collections. One issue noted with Express Collections was the added invoice of 10% of the value of returned materials. One of the advantages for UMS is their exclusivity with libraries and integration with existing library software being a time saver for staff. Implementation is around 6 weeks for UMS. The board also discussed the possibility of charging an additional fee for patrons that are forwarded to collections, but opted to review that policy in the future. Library staff was directed to work with UMS to draft a one-year contract with the option to renew. Motion carried unanimously.

Mike Matthews arrived at 12:31 p.m.

ITEMS FROM BOARD MEMBERS / LIAISON REPORTS

City Council Liaison: Lisa Modrick expressed her appreciation to the director, assistant director and staff that worked on the budget for 2019. Council will be meeting on September 17, for the second reading of the budget. The budget is currently balanced. She also encouraged everyone to shop and buy local.

County Liaison: No report at this time.

Foundation: Paulette Schenck reported that they are continuing to work on the Foundation's strategic plan and renewing their efforts to grow the endowment.

Friends: Davis reported that the Friends have been looking at creating their own endowment, but this does not appear to be gathering much backing as it does not support the existing needs of the library. Minkel reported that the Friends are beginning to prepare for their annual October sale, the 2019 budget and officer elections in November.

EXECUTIVE SESSION

Motion by Jones, second by Mike Matthews to enter executive session for the purposes of staff performance review pursuant to SDCL 1-25-2(1) at 12:48 p.m.; no further discussion; motion carried unanimously.

Executive Session

Schenck left at 1:15 p.m.

Motion by Martin, second by Jones to leave executive session at 1:17 p.m; no further discussion; motion carried unanimously. No action taken as a result of the executive session.

Faye Bice read a letter commending RCPL staff for great customer service.

ADJOURN Motion by Garrigan, second by Mike Matthews to adjourn at 1:19 p.m.; no further discussion; motion carried unanimously.

UPCOMING EVENTS

Library Card Sign-up Month	September 1-30
Festival of Books	Sioux Falls, September 20-24
South Dakota Library Association Conference	Sioux Falls, September 26-28
Library Board Meeting	October 8, noon