

**Rapid City Public Library Board of Trustees
Board Meeting
Monday, October 8, 2018 12:00 p.m.**

The regular meeting of the Rapid City Public Library Board of Trustees was called to order by Casey Martin on October 8, 2018 at 12:11 p.m.

Present by roll call: Casey Martin, Mary Garrigan, Pat Jones, and Mike Matthews. Mary Garrigan attended by phone. A quorum was present.

Absent: Faye Bice, Paulette Schenck and Lisa Modrick.

Additions or corrections to the agenda: None.

Motion by Pat Jones, second by Mike Matthews 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: 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, September 10, 2018

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

Motion by Matthews, second by Jones to approve the consent calendar as presented; Terri Davis stated that a status line has been added to the Financial Executive summary to clarify the vacancies; upon a roll call vote being taken, the vote was Aye: 4, Nay: 0; motion carried unanimously.

ADMINISTRATIVE REPORTS

Director’s Report:

Davis asked if there were any questions on the Director’s report.

Jones asked about the Pennington County Care Campus. Davis spoke about the services for women, detox, safe beds, social services, and mental health care.

Motion by Matthews, second by Jones 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.

Quarterly Strategic Plan Update:

Sean Minkel asked if there were questions about the Quarterly Strategic Plan Update.

Jones asked about the clientele and advertisement for the Upskilling Job Force. Davis responded that the attendees had been varied and gave some examples. Attendance overall was small which was due to the timing and will be adjusted next year. Advertisement was done through social media and the library website.

Motion by Jones, second by Matthews to acknowledge the Quarterly Strategic Plan Update; no further discussion; upon a roll call vote being taken, the vote was Aye: 4, Nay: 0; motion carried unanimously.

POLICY COMMITTEE

Collection Services Contract:

Motion by Pat Jones, second by Matthews to approve the contract with Unique Management Services, Inc. (UMS) for collection services. Davis said that Sean Minkel had worked through the contract with both the city attorney and UMS. It is being brought to the board for approval because there is a possibility that it will go over \$25,000 at some point in the future. The projected start date is early November. Jones asked Wade Nyberg for clarification on "force majeure", which was provided. Upon a roll call vote being taken, the vote was Aye: 4, Nay: 0; motion carried unanimously.

Notices Policy:

Motion by Jones, second by Matthews to approve an update to the Notices Policy changing the submission of delinquent accounts to a collection agency from 90 to 60 days; the board discussed the reasoning given in the memo and agreed that it made sense; 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: No report provided.

County Liaison: No report provided.

Foundation: Davis reported that the Foundation is working through strategic planning, have a goal for 2019 and are looking for information to help solicit donations.

Friends: Sean Minkel reported that the Friends' annual sale will occur on October 18, 19 and 20. They anticipate a possible vote in November on the matter of investing the Friends' funds differently.

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

UPCOMING EVENTS

Friends of the Library Annual Book Sale	October 19-20
Mountain Plains Library Association Conference, Wichita	October 23-26
RCPL Board Meeting	Wednesday, November 14
	Change due to Veterans' Day holiday
RCPL Board Meeting	Monday, December 10