

**Rapid City Public Library Board of Trustees
Board Meeting
Wednesday, November 14, 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 November 14, 2018 at 12:01 p.m.

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

Absent: 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; motion carried unanimously.

Introduction of Staff: None.

Public Comment: David Gutierrez introduced himself as a life-long user of the library, shared a story about roofing a building with information from one of the books that was in our collection; he requested we keep a core collection of books such as the one that he used. Faye Bice thanked him for sharing his comments. She said that they would be taken into consideration when looking at collection policies in the future.

Schenck asked about the core collection of the library and how it is managed. Per Davis, the collections and are managed based on patron use, established criteria including the collection development policy, and staff expertise. Mary Garrigan arrived at 12:03.

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, October 8, 2018

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

Motion by Casey Martin, second by Jones to approve the consent calendar as presented; no further discussion; motion carried unanimously.

ADMINISTRATIVE REPORTS

Director’s Report:

Davis noted that she and Sean Minkel had attended an all-day training on active shooter preparedness, and asked if there were any other questions on the Director’s report.

Paulette Schenck asked if the city had a plan for active shooter events. Davis said that she will work with the city for a building assessment and that if there was a plan in place, it would need to be specific for each location. After a question from Schenck, Davis also let the board know that we have ongoing training for CPR and the AED machines.

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

3rd Quarter Statistics Report:

Matthews asked why we have a drive-thru service. Davis responded that it is a convenience service that patrons use heavily and consistently. We also have two drop boxes on the West and East side of town.

Motion by Jones, second by Martin to acknowledge the 3rd Quarter Statistics Report; no further discussion; motion carried unanimously.

3rd Quarter County Report:

Jones asked about the increase in the Out of County borrowers. This increase is due in part to the Ellsworth voucher accounts.

Motion by Matthews, second by Garrigan to acknowledge the 3rd Quarter County Report; no further discussion; motion carried unanimously.

Board Vacancy:

Terri Davis reported that since Mary Garrigan was appointed to fill a vacancy, she has had only a partial term but is eligible for re-appointment in January. This decision is currently with the Mayor's office.

BUILDING COMMITTEE

Engineering and Design Proposals:

Motion by Martin, second by Jones to approve a proposal from Skyline Engineering LLC in the amount of \$28,500 for engineering and design services for the replacement air handler project. Davis said that the air handlers have long been on the replacement schedule and that the library has CIP funds available in 2020. However, that CIP funding will not cover the design and engineering costs. The library is working with Rod Johnson and based on his recommendation are confident that this proposal will meet the library's needs. Motion carried unanimously.

FINANCE COMMITTEE

2019 Budget Final Approval:

Motion by Faye Bice, second by Martin to approve the 2019 City, County, and Board Funds budgets. Davis gave an overview of the current budget. Jones asked for some background on the 2019 city department budget requests, which was provided. Schenck asked about the County budget; the increase is due to CIP per the county contract. Jones asked how the costs for General Beadle are determined. Davis responded that it is by percentage of the space based on the footprint of the building. Jones asked if we were comfortable with the relationship. Davis replied that while we've occasionally had to clarify the oversight of security staff, we have a good partnership. Motion carried unanimously.

POLICY COMMITTEE

2019 Hours of Operation:

Motion by Pat Jones, second by Matthews to approve the 2019 Hours of Operation. At Bice's request, Davis gave an overview of the changes including the holiday weekend changes and the adjustments to open hours. Per the use statistics and the changes to the budget, this is what makes the most sense to provide library services. Motion carried unanimously.

Makerspace Fabrication Policy:

Motion by Jones, second by Matthews to approve the creation of a Makerspace Fabrication Policy. At Bice's request, Davis provided an overview of the impetus for this policy as well as the content. Motion carried unanimously.

Parking Recommendation:

Motion by Jones, second by Matthews to designate the nine public spaces in the covered parking area for permitted staff parking. Davis indicated that is not a policy, but is being brought to the board due to the possibility for public impact. Based on the limited use of this parking area, this change will allow more of the preferred on-street parking available for patrons. The current staff leased parking is being removed due to budget changes in 2019. Any and all staff would be allowed to park in the covered area on a first come, first serve basis. We will be putting signage out to let the public know. Motion carried unanimously.

ITEMS FROM BOARD MEMBERS / LIAISON REPORTS

City Council Liaison: No report provided.

County Liaison: Schenck reported that Davis and she had decided to hold off on a meeting with the County until after the elections were over.

Foundation: Schenck reported that the Foundation is starting a letter campaign. Davis said that Schenck had done a wonderful job of facilitating this process.

Friends: Sean Minkel reported that the Friends' annual meeting will be held on November 18 at the Haycamp. The Friends had a successful annual sale and the next order of business is the election of new 2019 officers.

ADJOURN Motion by Martin, second by Matthews to adjourn at 12:54 p.m.; no further discussion; motion carried unanimously.

UPCOMING EVENTS

RCPL Board Meeting
RCPL Board Meeting

Monday, December 10
Monday, January 14