

**Rapid City Public Library Board of Trustees
Board Meeting
Monday, February 11, 2019 12:00 p.m.**

The regular meeting of the Rapid City Public Library Board of Trustees was called to order by Faye Bice on February 11, 2019 at 12:21 p.m.

Present by roll call: Faye Bice, Pat Jones, Mary Garrigan, Paulette Schenck, and Mike Matthews. A quorum was present. Lisa Modrick arrived at 12:42.

Absent: None.

Additions or corrections to the agenda:

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:

Appeal of Suspension:

A suspension appeal for an 11-year-old boy was reviewed by the board. Discussion was held regarding the incidents that led to the suspension. Feedback from the General Beadle principal and family was reviewed. As part of the discussion, Jones suggested that the boy be asked to write a letter explaining how he would abide by library policy. Additional requirements for the letter were discussed.

Motion by Jones, second by Mary Garrigan to uphold the suspension pending a letter written by the boy and explaining how he will abide by library policy in the future. The letter must also be signed by his mother and an additional 6 month suspension will be imposed if another incident occurs. No further discussion. Motion carried unanimously.

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, December 10, 2018
- Approve Minutes from the Library Board of Trustees Meeting, January 23, 2019
- Approve December Financial Executive Summary, including Bill List (see attachment)
- Approve January Financial Executive Summary, including Bill List (see attachment)

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

ADMINISTRATIVE REPORTS

Director’s Report:

Terri Davis reported on the status of the collection agency service, the covered parking area that was changed on January 1, and a reciprocal borrowing pilot project with the Sturgis Public Library. Reciprocal borrowing would allow patrons of either library to check out materials at the other library without going through interlibrary loan. In response to comments from Jones and Paulette Schenck, Davis replied that the current process for interlibrary loan is labor intensive and less convenient for some patrons. Schenck asked if there was a process already in place for Ellsworth AFB

patrons to receive library services. Davis answered that the library currently has a voucher system for Ellsworth AFB, and that this pilot would be discussed with them. Schenck asked if it would be possible to get statistics for use by Meade County with reciprocal borrowing. Yes, this is possible per Davis. Schenck also asked if this needed to be discussed with the Pennington County Commissioner's, which was agreed to be an appropriate next step. An MOU for reciprocal lending will be brought to the library board in March.

Lisa Modrick arrived at 12:42 p.m.

In regards to other items on the report, Jones asked if KOTA would be doing a library show every month. The answer is yes. In response to a question from Faye Bice about content generation for the television spot, Davis answered that it is primarily the library staff's responsibility. Schenck said that she's enjoying the articles written by library staff in the Rapid City Journal.

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

Library Board Appointment:

As an informational item, Davis let the board know that Judy Sneller has been appointed to the library board and provided background on her work with the humanities council. Dr. Sneller's first board meeting is scheduled for March.

County Liaison Vacancy:

Schenck provided information on her resignation effective March 1, 2019. Any Pennington County residents interested in the position should contact Holly Hennies or refer to the county's website. Applications close on February 15, 2019.

Motion by Lisa Modrick, second by Matthews to acknowledge the county liaison vacancy; no further discussion; motion carried unanimously.

Quarterly Strategic Plan Update:

Sean Minkel provided an update on the status of projects identified as part of the strategic plan. Jones asked about marketing for community health. In response, Davis said that we post information in area schools and market via social media, TV, radio, and word of mouth. Jones stated that the Every Child Ready to Read program is important and the money spent on children now will pay off 15 years from now.

Davis brought up a bookmobile as an item that was not on the report, but which would help to address issues like children's literacy and early childhood education. Garrigan suggested that laundromats would be a good place for a prospective book mobile to stop. Modrick suggested that stopping at grocery stores would also work. Davis replied that while we have a ways to go to implement a bookmobile, the project may be piloted with the library's existing van.

Motion by Jones, second by Matthews to acknowledge the Quarterly Strategic Plan Update as presented; no further discussion; motion carried unanimously.

Pennington County Statistics Report:

Motion by Garrigan, second by Matthews to acknowledge the Pennington County Report as presented; no further discussion; motion carried unanimously.

FINANCE COMMITTEE

Travel and Training Recommendation:

Motion by Faye Bice, second by Jones to approve Laurinda Tapper's attendance at the 2019 Advanced Digital Marketing & Social Media Boot Camp at an approximate cost of \$5450. Discussion was held on the length and location of the boot camp, the purpose of going and potential results. Davis reported that an updated social media marketing plan is an

expected outcome from this conference. Bice confirmed with Davis that this was covered by the training budget. Motion carried unanimously. Jones requested that Laurinda give a report after returning from the boot camp.

Motion by Jones, second by Matthews to approve Casey Martin's attendance at the 2019 Computers in Libraries conference at an approximate cost of \$2900; discussion was held on the benefits of going to this conference; motion carried unanimously.

POLICY COMMITTEE

Donation Policy:

Motion by Jones, second by Matthews to approve the Donation Policy as presented. Discussion was held on how this would work in practice and what is currently done with library donations. Garrigan asked if additional review of donated items would add to staff workload. Per Davis, items which are donated are reviewed for condition and demand already. The ones that meet these requirements are added to the collection or may be donated to the Friends of the Library. However, many donations do not meet these requirements and are subsequently discarded at cost to the library. Concern was raised by Schenck over public perception of the library not accepting donated materials. Modrick asked if we should know the answer on whether the library would be charged for future book disposal before making a decision. Schenck asked if this could be tabled until the fee situation was resolved, but the answer is that we do not know when the fee issue will be resolved. Bice asked if a policy change was needed to change the process. Currently the answer is no, but a policy change gives some guidance to both patrons and staff while protecting the library from fees in the future. Motion carried unanimously.

Officer Elections:

Motion by Jones, second by Garrigan nominating Faye Bice for Chair; no further discussion; motion carried unanimously.

Motion by Garrigan, second by Matthews nominating Pat Jones for Vice-Chair; no further discussion; motion carried unanimously.

Board Committee Assignments:

Motion by Matthews, second by Jones to table the Board Committee Assignments until the March meeting; no further discussion; motion carried unanimously.

Conflict of Interest Forms:

Conflict of Interest Forms were filled out by the members of the board.

ITEMS FROM BOARD MEMBERS / LIAISON REPORTS

City Council Liaison: Modrick reported on the Mayor's agenda for early childhood education and that the council has semi-completed the vision funding – the city appropriated over 25 million dollars and there will be big changes in the next three years.

County Liaison: No report provided.

Foundation: No report provided.

Friends: Sean Minkel reported that the Friends approved the 2019 annual funding request which goes towards supporting enhanced programming, education and staff and volunteer appreciation. The Friends are also considering a sale in upcoming months to address some overstock.

ADJOURN

Motion by Jones, second by Matthews to adjourn at 1:39 p.m.; no further discussion; motion carried unanimously.

UPCOMING EVENTS

RCPL Board Meeting

Monday, March 11

DRAFT