

Rapid City Public Library Board of Trustees
Board Meeting
Monday, March 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 March 11, 2019 at 12:03 p.m.

Present by roll call: Faye Bice, Pat Jones, Mary Garrigan, and Judy Sneller. A quorum was present.

Absent: Lisa Modrick and Mike Matthews.

Additions or corrections to the agenda:

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

Introduction of Staff: No staff members were present. Judy Sneller introduced herself as the newest member of the Library Board of Trustees.

Public Comment:

Appeal of Suspension:

Terri Davis provided an update on the appeal process for the 11-year-old boy from the February meeting. As there has been no response from a responsible party, the suspension remains in place.

A suspension appeal was reviewed for Linna Thatch. Discussion was held regarding the incident that led to the suspension as well as the evidence available on the library video cameras. Pat Jones asked if the suspension time was consistent with others, and Davis replied that it was consistent with other similar incidents.

Motion by Jones, second by Sneller to uphold the suspension; 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 the Library Board of Trustees Meeting, February 11, 2019

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

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

ADMINISTRATIVE REPORTS

Director’s Report:

Davis spoke about the new neon signage, the alpaca event, a staff resignation and the South Dakota State Library’s upcoming information gathering sessions. The vacancy from the staff resignation will be filled internally by Krista Licht. A blood drive is being planned for May. Lastly, the library had a roof leak in the solarium which is probably related to hail damage from the prior summer. The roof has been patched, but observation for any additional issues will continue. The area has been closed off for safety reasons.

Sneller asked how the Alpaca event was initiated. Davis replied that Janet Parr is the events coordinator and finds these opportunities through her connections and research.

Jones said that he appreciated that all of the media coverage is listed in the report. The Donuts and Documentaries event also looked hugely popular and he asked if the library had the rights to show movies publicly. Davis confirmed that public performance rights have been purchased.

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

2018 Annual Statistics Summary:

Discussion was held on the positive aspects of the 2018 Annual Statistics including entry and circulation. The library saw decreases in website use and databases.

Motion by Jones, second by Garrigan to acknowledge the 2018 Annual Statistics Summary; no further discussion; motion carried unanimously.

Annual Report:

The annual report as designed by the library's publications report was discussed. This report will be made available to the City Council, on the website, and to the media. Sneller asked about the 335% increase to online education compared to database use being down overall in 2018. This is due to an increase in the use of Universal Class – a specific database for online education.

Motion by Jones, second by Garrigan to acknowledge the Annual Report with a spelling correction; no further discussion; motion carried unanimously.

South Dakota State Library Report:

Print copies of the South Dakota State Library report were made available for review. This report is submitted to the State Library annually and must be approved by the board. Faye Bice asked if the report was the same every year. Per Davis, there are subtle differences, but it is largely the same. Jones asked if the report impacts any funding and Davis replied that we get no direct funding from the state.

Motion by Garrigan, second by Sneller to approve the South Dakota State Library Report for submission as presented; no further discussion; motion carried unanimously.

FINANCE COMMITTEE

Supplemental Appropriation:

Motion by Bice, second by Jones to approve the supplemental appropriation to the Library's 2019 County (Rural) and Board Funds budgets to include 2018 end of year adjustments in the amounts of \$9,958.90 and \$95,176.17, respectively. In response to a question from Bice, Davis indicated that the County and Board Funds budgets can be carried over from year to year. The Library Board fund will go towards an air handler project in 2020. Garrigan asked if we can spend County money on capital expenses. Jones asked if capital outlays fall under the same rules as the area schools. Per Wade Nyberg and Davis, the city has more flexibility than the school system. Capital outlays for the library include things like books and materials, significant equipment and building projects. Motion carried unanimously.

Budget Process:

Davis explained that a simplified budget process will be in place for the 2020 budget. The new process involves an initial request from the library board to the city, rather than an approval that will come back again after updates from the County and City Council. This change in process will remove the need for multiple approvals. The budget request will come forward to the library board in April.

Motion by Sneller, second by Jones to acknowledge the budget process moving forward; no further discussion; motion carried unanimously.

2019 Board Funds Budget:

Motion by Bice, second by Garrigan to approve the revised 2019 Board Funds budget. In response to a request from Bice, Davis said that the revision is needed to resolve an error that occurred with the original approval; no further discussion; motion carried unanimously.

POLICY COMMITTEE

Reciprocal Borrowing:

Motion by Jones, second by Sneller to approve the Reciprocal Borrowing MOU for a five-month pilot project with the Sturgis Public Library. Davis indicated that the Sturgis Public Library has already approved the MOU. Hollie Hennies has also been contacted by email regarding the MOU, per her request. Davis said that the plan is to see what impact this change will have. Motion carried unanimously.

Displays and Events Policy:

Motion by Jones, second by Sneller to approve revisions to the Displays and Events Policy as presented; discussion was held regarding how this would be enforced and that few groups would be impacted by this change; motion carried unanimously.

Board Committee Assignments:

The following appointments were made:

Policy Committee Chair: Pat Jones

Policy Committee Vice-chair: Judy Sneller

Finance Committee Chair: Faye Bice

Building Committee Chair: Mary Garrigan

Building Committee Vice-chair: Mike Matthews

ITEMS FROM BOARD MEMBERS / LIAISON REPORTS

City Council Liaison: Davis indicated that the budget process is moving along and due to the city council in April.

County Liaison: This position is currently vacant. The board was asked to encourage applications if they know someone who is eligible and interested. The County may also appoint one of their members to attend.

Foundation: Davis said that the Foundation is working on membership and increasing the endowment.

Friends: Sean Minkel reported that the Friends have approved financing the purchase of a new library fish tank and that they currently have a sale going through March 22 to reduce overstock.

ADJOURN

Motion by Garrigan, second by Jones to adjourn at 1:10 p.m.; no further discussion; motion carried unanimously.

UPCOMING EVENTS

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| State Library Information Gathering Sessions | March 15, 10 a.m. and 2 p.m., and March 16, 10 a.m. |
| National Library Week | April 7-13 |
| RCPL Board Meeting | Monday, April 8 |