

Rapid City Public Library Board of Trustees
Board Meeting
Monday, May 13, 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 May 13, 2019 at 12:04 p.m.

Present by roll call: Faye Bice, Mike Matthews, Mary Garrigan, and Lisa Modrick. A quorum was present.

Absent: Pat Jones, Judy Sneller, and Mark DiSanto.

Additions or corrections to the agenda:

Motion by Lisa Modrick, second by Mike Matthews to approve the agenda as published; no further discussion; motion carried unanimously.

Introduction of Staff: Casey Martin introduced himself as the Education and Technology Services Coordinator and said that he's enjoying the new job.

Allison Prater introduced herself as a new customer service specialist and said that she loves working with people and wants to represent the library well. She was a page prior to accepting this promotion.

Public Comment:

No public was present.

Appeal of Suspension:

The suspension appeal for Kevin Red Cloud, tabled from April pending further information, was reviewed again. Terri Davis shared information from his previous incidents and from a conversation with the police department.

Motion by Matthews, second by Mary Garrigan to uphold Kevin Red Cloud's suspension; board members indicated that Kevin Red Cloud should demonstrate significant progress before December in order to return to the library; 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, April 8, 2019

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

Per request by Davis, the minutes were removed from the consent calendar. Motion by Modrick, second by Garrigan to approve the minutes as amended to remove the word, "February", from the Financial Executive Summary; no further discussion; motion carried unanimously.

Motion by Garrigan, second by Matthews to approve the Financial Executive Summary, including Bill List; no further discussion; motion carried unanimously.

ADMINISTRATIVE REPORTS

Director's Report:

Davis spoke about the potential challenges with the 2020 budget and discussions with the Literacy Council including issues that organization is facing. The 2020 library budget that will be brought to the board in October or November will be quite different from the one that was presented in March. Davis indicated that library districts are an option that is being investigated for a possible 5-year plan. In response, Modrick stated that the current 3-year projections show that city-wide revenue is not expected to improve, but that the library should be recognized for its role with early childhood and continuing education.

Bice asked how changes to renewals and fines on children's materials were proceeding. Davis responded that the fines removal has been well received for the most part, but that there has been some pushback on automatic renewals, primarily due to misinformation regarding holds.

Bice asked how changes to the behavior policy restricting tobacco and vaping at the library were going. Per Davis, this is going smoothly and people have been compliant with requests to move smoking elsewhere.

Garrigan asked if notices are still going out for children's materials. Yes, they get the same notices that they have received in the past.

Motion by Modrick, second by Matthews to acknowledge the director's report as presented; no further discussion; motion carried unanimously.

Strategic Plan Update:

Sean Minkel provided an update on the strategic plan with the main areas of progress being: no fines on children's materials; procedural cleanup progress for staff ease of use & consistency; vinyl cutting & laser engraving seeing use; and the ongoing job skills series.

Motion by Matthews, second by Garrigan to acknowledge the Strategic Plan Update; no further discussion; motion carried unanimously.

Purge of Expired Patron Accounts:

Davis provided an overview of the statistics in the annual purge of expired patron accounts report.

Motion by Modrick, second by Matthews to acknowledge the Purge of Expired Patron Accounts; no further discussion; motion carried unanimously.

First Quarter Statistics:

The quarterly statistics and Pennington County Statistics reports were reviewed. Davis indicated that most areas are showing increased use. Website visits are down, but a new website is being investigated. Events are down due weather closures in the first quarter.

Motion by Garrigan, second by Matthews to acknowledge the First Quarter Statistics report; no further discussion; motion carried unanimously.

Pennington County:

The Pennington County report was reviewed and is consistent with past reports.

Motion by Matthews, second by Modrick to acknowledge the Pennington County report; no further discussion; motion carried unanimously.

POLICY COMMITTEE

Technology Plan:

Motion by Bice, second by Modrick to approve the library's Technology Plan as presented; Davis provided background that the updates are required for accreditation and primarily bring the existing plan up to date with current practices. Bice commented that the plan's goals are in line with our strategic plan. Motion carried unanimously.

Interlibrary Loan Policy:

Motion by Bice, second by Garrigan to approve an update to the Interlibrary Loan Policy clarifying the differences between interlibrary loan within the Black Hills Library Consortium and other libraries; per Davis this is a clarification that our agreement within the Black Hills Library Consortium is a different type of interlibrary loan; motion carried unanimously.

Continuing Education Policy:

Motion by Bice, second by Modrick to approve updates to the Continuing Education Policy clarifying both the requirements and maximum reimbursements; per Davis this program is entirely dependent on the Friends of the Library funding, it has seen revisions based on how long staff were expected to stay and partial reimbursement based on the average costs for a class; motion carried unanimously.

Policy Review:

A report on the Local History Room policy, which was reviewed and found up to date was provided.

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

ITEMS FROM BOARD MEMBERS / LIAISON REPORTS

City Council Liaison: Modrick reported on the pending downtown parking change. She also mentioned the upcoming election which could impact the assignment of the library's liaison. Modrick also stated that the children's ride program and no fines on children's materials both positively impact early childhood education.

County Liaison: No report.

Foundation: Davis reported that the Foundation is in the process of their fundraising campaign.

Friends: Sean Minkel reported that the Friends are currently working on rebuilding some of their savings due to expenditures for the library's new fish tank and Summer Reading support. As such, they are considering another sale before their annual sale in October.

ADJOURN

Motion by Garrigan, second by Matthews to adjourn at 12:53 p.m.; no further discussion; motion carried unanimously.

UPCOMING EVENTS

Summer Reading Kickoff	May 18, 2019
RCPL Board Meeting	June 10, 2019
RCPL Board Meeting	July 8, 2019