

**Rapid City Public Library Board of Trustees**  
**Board Meeting**  
**Monday, August 12, 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 August 12, 2019 at 12:02 p.m.

Present by roll call: Faye Bice, Pat Jones, Mike Mathews, Mary Garrigan, and Mark DiSanto. A quorum was present. Lisa Modrick arrived at 12:08 p.m.

Absent: Judy Sneller.

**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:** Sam Bockover introduced himself as a returning library page and explained some of his job duties.

**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 the Library Board of Trustees Meeting, July 8, 2019  
Approve Financial Executive Summary, including Bill List (see attachment)

Motion by Mary Garrigan, second by Jones to approve the consent calendar as presented; in response to a question from Mark DiSanto, Terri explained that the 2018 statistics comparison was affected by a long-term closure of a portion of the library during a remodel in 2017; motion carried unanimously.

**ADMINISTRATIVE REPORTS**

Director’s Report:

Terri Davis reported that the launch of laser engraving has seen a great deal of interest from patrons. Sean Minkel was accepted into Leadership Rapid City for 2019.

Faye Bice asked if the library board has accrued enough training for state library accreditation. Per Davis, the library has met the required training. In response to a question from Jones, the continuing education certificates will be sent out through the state library or the state library association.

Lisa Modrick arrived at 12:08 p.m.

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

Strategic Plan Update:

Davis reported that progress is ongoing for the strategic plan, noting the Lakota language translation for 1000 books before Kindergarten. DiSanto asked about marketing for events; Davis replied that the library uses multiple marketing venues, including digital, newspaper and radio. DiSanto said it would be a good idea to let the local colleges and high

schools know about the Life Skills series. A question was raised about the cost of translating the 1000 Books Before Kindergarten, and per Davis the individual who did this for us volunteered his time.

Motion by Lisa Modrick, second by Jones to acknowledge the strategic plan update as presented; no further discussion; motion carried unanimously.

**2<sup>nd</sup> Quarter Statistics Report:**

Per Davis the statistics are positive, but some of the larger increases are due to more accurate reporting methods that will likely level out over time. Jones commented that library events are an effective marketing tool and asked if any of the other city entities use the library's meeting rooms. Davis replied that while the department directors are aware of these options they may not be the most convenient and library capacity is also a consideration. Modrick suggested that it may be something to remind the department directors about during the upcoming city administration building remodel.

Motion by Jones, second by Matthews to acknowledge the 2<sup>nd</sup> Quarter Statistics report as presented; no further discussion; motion carried unanimously.

**Pennington County 2<sup>nd</sup> Quarter Report:**

Davis said that the current report is consistent with past quarters.

Motion by Garrigan, second by Jones to acknowledge the Pennington County 2<sup>nd</sup> Quarter Report as presented; no further discussion; motion carried unanimously.

**BUILDING COMMITTEE**

The upcoming air handler project was discussed as a building committee project for 2020 which will primarily utilize the city's CIP fund. Davis indicated that Skyline Engineering has developed a cost-effective proposal. Because of the technical nature of this project and because the funding is coming through CIP, the library is recommending that the bidding process go through the City Council.

In response to a question from Bice, it was determined that a motion to allow the city to proceed with the bidding process was preferable.

Motion by Jones, second by Matthews to allow the city to manage the bidding process for the air handler project; no further discussion; motion carried unanimously.

**POLICY COMMITTEE**

**News Media Policy:**

Motion by Jones, second by Matthews to approve updates to the News Media Policy as presented. Per Davis the primary changes recommended simplify language and update a job description title. Motion carried unanimously.

**Unattended Children Policy:**

Motion by Jones, second by Matthews to approve updates to the Unattended Children policy as presented. Davis indicated that this is also about clarifying language and making it consistent with the library's current practice of calling for rides with young children. Jones asked if this policy covers the library's needs at General Beadle. Davis replied that per agreements with General Beadle, public library policies are in force when we operate as a public library. Motion carried unanimously.

**Reciprocal Borrowing MOU:**

Motion by Jones, second by Matthews to extend the initial five-month pilot reciprocal borrowing program with Sturgis through December 31, 2020. Per Davis the purpose of this pilot is to benefit people at Ellsworth and Rapid City residents

living in Meade County through reciprocal borrowing. The number of people taking advantage of this program has been small, but they are extremely appreciative of this convenience service. Davis mentioned that the 5-month trial wasn't long enough to get useful data and that by extending the time period, we'll have more time to gather statistics. Motion carried unanimously.

#### **ITEMS FROM BOARD MEMBERS / LIAISON REPORTS**

**City Council Liaison:** Modrick reported that the mayor presented his budget last Monday and that the city council will start working with it.

**County Liaison:** DiSanto reported that the County appreciates when the library comes in to present. The County has passed a preliminary budget, but there may be more changes to come.

**Foundation:** Davis reported that the Foundation is working on the fundraising campaign. They have coordinated with someone to help with the donor management.

**Friends:** Sean Minkel reported that the Friends are currently working on recruiting new members, planning for the October annual sale, and determining officers for 2020.

#### **EXECUTIVE SESSION**

Motion by Modrick, second by Jones to enter executive session for the purposes of staff performance review pursuant to SDCL 1-25-2(1) at 12:53 p.m.; no further discussion; motion carried unanimously.

Executive Session

Motion by Garrigan, second by Matthews to leave executive session at 1:14 p.m.; no further discussion; motion carried unanimously. No action was taken as a result of the executive session.

#### **ADJOURN**

Motion by Jones, second by Modrick to adjourn at 1:15 p.m.; no further discussion; motion carried unanimously.

#### **UPCOMING EVENTS**

Central States Fair – Library Booth	August 16-25
Library Card Sign-up Month	September 1-30
State Library Focus Groups	September 6-7
RCPL Board Meeting	Monday, September 9, noon.
SDLA Conference, Spearfish	September 25-27
Festival of Books, Deadwood	October 4-6