

**Rapid City Public Library Board of Trustees
Board Meeting
Monday, October 14, 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 October 14, 2019 at 12:00 p.m.

Present by roll call: Faye Bice, Pat Jones, Mike Mathews, Mary Garrigan, Judy Sneller, Lisa Modrick and Mark DiSanto. A quorum was present.

Absent: None.

Additions or corrections to the agenda:

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

Introduction of Staff: None.

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, September 9, 2019

Approve Minutes from the Library Board of Trustees Meeting, September 18, 2019

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

Motion by Judy Sneller, second by Mary Garrigan to approve the consent calendar as presented. Terri Davis gave an update on the reciprocal borrowing agreement with Sturgis Public Library; Mark DiSanto asked for clarification on Swank videos that are offered at the library. Davis replied that Swank Videos is the licensing company that we pay for performance rights when we show movies at events. motion carried unanimously.

ADMINISTRATIVE REPORTS

Director’s Report:

Davis reported that Dale Lamphere has contacted the library and will be refurbishing Blue Stem Woman this fall. The process should take 2-3 months. In response to a question from Garrigan, Davis replied that the work is being done free of charge.

Davis brought up the recent comments in the newspaper about library computers and clarified what was available and how reservations work. Sneller asked for more information about the computer use policy. Davis replied that patrons must have a library card or a computer access account, can log in to use the computers for an hour, and can extend their time for 15 minutes increments as long as no one else has a reservation. The library also has laptops for checkout and use within the building.

Bice asked about attendance at the Job Skills series. The attendance has varied by session, as it did last year. In order to make this more available on-demand, the library is looking at digital access to these classes.

Garrigan asked if board members could attend the staff group orientation sessions. Per Davis, yes board members can attend.

Sneller asked if the library website is going to be separate from the city's website. Davis replied that it will be separate from the city's website, but will be linked from there.

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

Mayor's Proclamation:

Davis provided a copy of the Mayor's Proclamation that September 2019 be library card sign-up month and encouraging everyone to begin or continue their pursuit of academic achievement and lifelong learning.

Quarterly Strategic Plan Update:

For the strategic plan update, Davis spoke about 1000 Books before Kindergarten, Book-A-Librarian improvements, Lakota Culture month in October, staff competencies, new painting and re-upholstery in the building, the ongoing job skills series, our current partnerships in professional organizations, and a recent discussion she'd had about the next step for 3D printing.

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

POLICY COMMITTEE

Sales, Solicitations and Petitioning Policy:

Motion by Jones, second by Garrigan to approve updates to the Sales, Solicitations and Petitioning Policy as presented; Davis said that the changes will allow musicians and other artists that the library contracts to perform to sell their CDs/DVDs in a similar manner to what we're already doing for authors; motion carried unanimously.

PCI Compliance Policy:

Motion by Jones, second by Matthews to approve updates to the PCI Compliance Policy as presented; Davis said that this is a policy required by the city's IT department to maintain security and privacy standards for using credit card payments; motion carried unanimously.

Registration Policy:

Motion by Jones, second by Modrick to approve updates to the Registration Policy as presented; Davis indicated that a section on fines at other library's in the consortium was moved to be more prominent as both a courtesy to other libraries and notification to patrons. Another change clarified how patron addresses are verified. Lastly, there was a change from responsible party to parent or guardian. Bice asked what would happen to current library card holders who are under 18. Davis replied that these issues are dealt with during renewal of their accounts; motion carried unanimously.

ITEMS FROM BOARD MEMBERS / LIAISON REPORTS

City Council Liaison: Modrick reported that roofing repairs for the library are on the council agenda, and she expects it to move forward without incident. She also let the board know that since it's a new city council to please feel free to talk with them and let them know of any issues.

County Liaison: DiSanto reported that he attended the bison release in Wall, which was an amazing event with cultural activities and a huge turnout.

Foundation: Sneller reported that they are still working on the capital endowment campaign. At the last meeting, they discussed moving the deadline for the fundraising letters to March 2020. The Foundation is also developing a brochure. DiSanto suggested that the Foundation look into gifts of life insurance as a possible fundraising option.

Friends: Sean Minkel reported the Friends' annual book sale is occurring this week on the 18th and 19th.

EXECUTIVE SESSION

Motion by Jones, second by Garrigan to enter executive session for the purposes of staff performance review pursuant to SDCL 1-25-2(1) at 12:58 p.m.; no further discussion; motion carried unanimously.

Executive Session

Motion by Jones, second by Modrick to leave executive session at 1:35 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 Sneller to adjourn at 1:36 p.m.; no further discussion; motion carried unanimously.

UPCOMING EVENTS

Friends of the Library Book Sale
RCPL Board Meeting
RCPL Board Meeting

October 18-19
November 13, noon
December 9, noon