

**Rapid City Public Library Board of Trustees
Board Meeting
Wednesday, November 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 November 13, 2019 at 12:00 p.m.

Present by roll call: Faye Bice, Pat Jones, Mike Mathews, and Judy Sneller. A quorum was present. Mary Garrigan arrived at 12:02 p.m. Mark DiSanto arrived at 12:05 p.m.

Absent: Lisa Modrick

Additions or corrections to the agenda:

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

Introduction of Staff: Mandy Marquez introduced herself as a new Administrative Secretary in the business office.

Mary Garrigan arrived at 12:02 p.m.

Public Comment: No members of the public were present.

Suspension Appeal:

Terri Davis presented a suspension appeal for Wynette Gay to the board, which included a summary of the incidents that led to the current one-year suspension.

Motion by Pat Jones, second by Mary Garrigan to deny the appeal; no further discussion; motion carried unanimously.

Mark DiSanto arrived at 12:05 p.m.

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, October 14, 2019

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

Motion by Garrigan, second by Mathews to approve the consent calendar as presented. Based on the finance summary, Garrigan asked about the decline in fines and fees. Per Davis, the factors leading to this were possible out-of-county library card market saturation, no fines on children’s materials, and automatic renewals. In response to a question from Bice on the vacancies, Davis said that there are 5 interviews scheduled for the Events Coordinator position, the library is working with the city to hire a custodian, and that we’ve done an internal promotion to Library Associate II. Motion passed unanimously.

ADMINISTRATIVE REPORTS

Director’s Report:

Davis reported on an interview with Kevin Wooster with the Rapid City Journal, plans to attend the ground breaking for the new civic center with Sean Minkel, and that there had been a positive “Two Cents” about the library in the newspaper.

Bice asked if any of the other board members had been contacted regarding library card fees since a recent letter in the newspaper. The other board members indicated that they had not been contacted in regards to the letter.

Bice also mentioned recent positive comments about the Halloween events at the library.

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

3rd Quarter Statistics:

Davis provided an overview of the 3rd Quarter statistics including explanations for borrower counts, new borrowers, out of county borrowers, and event attendance. In response to a question from Jones, Davis replied that the library's purge of expired patron records is completed every year. Other changes in the statistics are due to improvements in our tracking mechanisms. Garrigan asked why the Foundation Center database is only available from within the library and if it was being paid for with money from the Vucurevich Foundation. Per Davis, this is one of the databases that only allows access via IP range and while we originally had a grant, we have since taken on payment due to the value to the community. Garrigan suggested that the Foundation Center should be marketed to area non-profits.

Motion by Jones, second by Mathews to acknowledge the 3rd Quarter Statistics report as presented; no further discussion; motion carried unanimously.

3rd Quarter County Statistics:

Davis summarized the report by noting that 18.9% of our users are county borrowers and use continues to trend upwards. Bice said that this was the first time she'd seen the county borrowers checking out items proportionately to the number of county users. Jones said that the county contract is beneficial to both the county and the city.

Motion by Sneller, second by Garrigan to acknowledge the 3rd Quarter County Statistics report as presented; no further discussion; motion carried unanimously.

FINANCE COMMITTEE

Davis gave an overview of the surplus and donation process recommended by the city attorney and said that by donating library-specific equipment, Rapid City Public Library would provide useful shelving to other local libraries.

Motion by Jones, second by Mathews to approve the surplus and donation resolutions for Edgemont, Custer and Whitewood; no further discussion; motion carried unanimously.

POLICY COMMITTEE

2020 Hours of Operation:

Motion by Jones, second by Garrigan to approve the Hours of Operation for 2020 as presented. Davis summarized by saying this policy is approved annually and the hours for drive-thru service were added for clarity, but were already in place. A member of the city council had also reached out to ask about library hours and Davis indicated hours are based on statistical library use; more information would be needed before recommending further changes. In response to a question from Bice about long-range planning, Davis replied that the library would be looking at surveys, community groups or another method of gathering information. Davis also said that if needed, the cameras can be scanned to determine how often patrons try to get in when the library is closed. Garrigan said that the change to being open until 6 on the weekends had already improved access to the library. Motion carried unanimously.

Loan Periods, Fines and Fees:

Motion by Jones, second by Mathews to approve changes to the Loan Periods, Fines and Fees Policy. Jones said that he appreciates the fact that staff are staying on top of this policy and recommending changes to keep it current. Bice agreed. Davis summarized the changes by speaking about the processing fee being a shift rather than a change to the total cost of replacement and recommended removal of library card replacement fees to increase access and reduce the

occurrence of duplicate accounts. Jones said that the card opens the door to library use and elimination of the fee makes sense. DiSanto asked if it was possible to eliminate library cards entirely by having them type in account numbers or scan from a phone. Davis replied that it is not feasible because of the inconsistency of scanners reading from phone screens, the number of transactions and security concerns. Lastly, Davis indicated that there were no changes recommended to the library non-resident fee and that we are following state guidelines for cost determination. Bice mentioned that not all libraries are using the same calculation. Motion carried unanimously.

2020 Contract Approval:

Motion by Jones, second by Mathews to approve contracts for 2020. Davis indicated that these are contracts for items over \$25,000 that require Board approval. The ILS contract is significantly less expensive than previous systems and the cataloging contract is an approximation based on the amount of cataloging expected in 2020. In response to a question from Jones, Davis gave examples of several of the other databases purchased for less than \$25,000 and that the library looks at cost per use when making changes. Davis also mentioned that an update to the Communico contract will be brought to the board in December, to add a module for dynamic meeting room signs. Motion carried unanimously.

ITEMS FROM BOARD MEMBERS / LIAISON REPORTS

City Council Liaison: No report provided.

County Liaison: DiSanto reported that there was a groundbreaking at the fairgrounds for a new stall barn that was well attended and he expects it will bring more events to Rapid City.

Foundation: Sneller reported that the Foundation is launching the capital campaign. This week they sent out a new brochure and a letter.

Friends: Minkel reported that the Friends annual book sale was a huge success. Davis also mentioned that the Friends were given a large donation of James Patterson books which are free to anyone who would like some.

ADJOURN

Motion by Garrigan, second by Mathews to adjourn at 12:59 p.m.; no further discussion; motion carried unanimously.

UPCOMING EVENTS

RCPL Board Meeting	December 9, noon
RCPL Board Meeting	January 22, noon
RCPL Board Meeting	February 10, noon