

Rapid City Public Library Board of Trustees
Board Meeting
Monday, December 9, 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 December 9, 2019 at 12:00 p.m.

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

Absent: Lisa Modrick.

Additions or corrections to the agenda:

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

Introduction of Staff: Lisa DaSilva, Collections and Acquisitions Librarian, was introduced.

Public Comment: No members of the public were present.

Suspension Appeal:

Terri Davis presented a suspension appeal for Kevin Red Cloud to the board, which was previously tabled on April 8, 2019. He is currently serving a two-year suspension.

Motion by Pat Jones, second by Garrigan to table the appeal; 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, November 13, 2019

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

Faye Bice noted the downward trend in revenue has been addressed by Davis previously. Bice asked Davis about the Events Coordinator hiring process. Davis said she anticipates making an offer this week. In response to a question from Mark DiSanto on if candidates were flown in, Davis said one candidate was brought from outside the area. Motion by Mathews, second by Garrigan to approve the consent calendar as presented. Motion passed unanimously.

ADMINISTRATIVE REPORTS

Director’s Report:

Davis reported on a successful *Frozen* event for families on Saturday, December 7, 2019.

Davis discussed the library’s closure due to weather on Saturday, November 30, 2019. Garrigan asked if staff had to use leave when the library was closed. Davis explained the city’s snow leave practice, as defined in the union contract and non-union guidelines. Jones asked how many library employees are salaried. Davis explained that of the eight salaried employees, one was scheduled on November 30 and they used vacation leave for the day. The remainder of staff used snow leave, annual leave, or personal holiday hours. Jones asked who the parties involved in the contract were. Davis explained the contract is between the Library Board and the AFSCME union. Wade Nyberg explained the process of using snow leave before other types of leave once snow leave is expended.

DiSanto indicated the “Burnout, Compassion Fatigue and Vicarious Trauma” webinar mentioned in the report may be beneficial for staff at the Care Campus. Davis will share details about the training with them.

Bice commended the staff training initiative on makerspace skills.

Garrigan asked how many 3D printed keychains were made and given away at the Career Fair. Davis did not have an exact number, but said a lot were handed out. Garrigan asked how long keychains took to print. Davis said approximately 20 minutes each.

Judy Sneller asked for more details about the local arts nonprofit collaboration mentioned in the Director’s Report. Davis said it is a grant writing organization associated with Racing Magpie. They secured City Council approval to submit a grant proposal. Garrigan asked for details about the proposed project. Davis said one idea is a mural on the east façade of the library. Another option is a paved plaza on the south east corner, which could be used for performances, readings, and summer story times.

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

BUILDING COMMITTEE

Air Handler Project Contract Revision:

Davis provided an overview of the air handler project design changes, which involves moving the air handler to the roof. Additional design work was needed to ensure the roof could support the weight of the air handler.

Garrigan asked if it was the library or the engineer who did not realize additional support was needed on the roof. Davis said additional design work was anticipated when the decision was made to move the air handler to the roof.

In response to DiSanto’s question about additional costs, Davis said the project is anticipated to stay within the projection. Davis confirmed the design costs were discussed at a previous project design meeting.

Motion by Garrigan, second by Jones to authorize additional services for the air handler project design; no further discussion; motion carried unanimously.

POLICY COMMITTEE

Bylaws and Board Rules Memo:

Davis spoke about the changes to the Bylaws and Board Rules, including removal of unnecessary duplication of state laws to avoid language becoming obsolete if statutes changed. Davis also discussed the addition of term limits, which were previously in Bylaws and Board Rules, but removed at an unknown date. Davis said term limits are not required for state library accreditation.

Jones affirmed the policy update as a housekeeping necessity and did not see any changes to current practices. He was happy to see the removal of quoted sections of state law. Matthews asked if statute numbers change when South Dakota Codified Laws are updated. Wade Nyberg explained smaller changes are typically kept in the same statute, but larger rewrites of laws will be written in a new statute.

Motion by Jones, second by Matthews to approve the revisions to the Bylaws and Board Rules as presented; no further discussion; motion carried unanimously.

DiSanto asked for clarification of the role of the Pennington County liaison as a nonvoting member, since it is not established by the Library Board Rules and Bylaws. Davis said this is defined in the Pennington County contract.

Communico Module:

Davis indicated that the Broadcast module of Communico was needed to add real time room information outside meeting and study rooms and to promote turnover and user-facilitated room use. The Board previously approved Communico as a website platform and to manage event registration and an events calendar. The library currently uses paper sheets to list meeting room reservations each day. In response to a question from DiSanto about how the information will be displayed, Davis said the library will buy tablets. Davis said Broadcast is \$3,000 per year and will not require a second implementation fee.

Motion by Jones, second by Matthews to approve the addition of the Broadcast module to Communico Services; no further discussion; motion carried unanimously.

ITEMS FROM BOARD MEMBERS / LIAISON REPORTS

City Council Liaison: No report provided.

County Liaison: DiSanto reported that he attended and judged the 4H essay contest in which the winner received a trip to Washington D.C. He was impressed by the participants and found the essays well written.

Foundation: Sneller reported the Foundation assigned members to prospective donors in their previous meeting. The Foundation will begin recurring newspaper advertisements in the near future. DiSanto recently talked to the Foundation about endowment campaigns.

Friends: Davis reported that the Friends of the Library annual meeting occurred in November and they elected new officers. The Friends are actively selling material in the bookstore and using Thrift.com to sell books online. The Friends received a large donation of several James Patterson books and are still working to give away copies.

Jones asked what is planned for Library Legislative Day. Davis will attend, although the legislative platform has not been identified as yet.

Bice reminded the Board that the meeting in January will be later in the month to accommodate the City Finance end of year process.

ADJOURN

Motion by Garrigan, second by Jones to adjourn at 12:45 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