

**Rapid City Public Library Board of Trustees  
Board Meeting  
Monday, March 9, 2020 12:00 p.m.**

The regular meeting of the Rapid City Public Library Board of Trustees was called to order by Faye Bice on March 9, 2020 at 12:01 p.m.

Present by roll call: Faye Bice, Mary Garrigan, Pat Jones, and Judy Sneller. A quorum was present. Mike Mathews arrived at 12:06.

Absent: Mark DiSanto and Lisa Modrick.

**Additions or corrections to the agenda:**

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

**Introduction of Staff:** Jules Kittelson introduced herself as the newest Library Associate for the library.

**Public Comment:**

Suspension Appeal:

Terri Davis presented a suspension appeal and a history of the events leading up to a 6-month suspension for Theodore Fast Wolf.

Motion by Jones, second by Judy Sneller to deny 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, February 10, 2020

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

Motion by Garrigan, second by Sneller to approve the consent calendar as presented. In response to a question from Garrigan, Davis responded that while it’s still early in the year the revenue differences are likely due to reciprocal borrowing with Sturgis, the elimination of overdue fines on children’s materials, and automatic renewals. Sneller inquired about the change to meeting room revenue and Davis replied that the costs were set to be competitive with other venues. Faye Bice asked for more information about the vacancies. Davis replied that the library is currently contracting with Black Hills Workshop to cover the facilities vacancy and that there was an internal promotion to the Early Childhood Education Library Associate II position. Motion carried unanimously.

Mike Mathews arrived at 12:06.

**ADMINISTRATIVE REPORTS**

Director’s Report:

Davis spoke about the library’s role in hosting 2020 Census events, informed the board that RCPL was accredited at the exemplary level by the state library again, and introduced the new events, room booking, digital display, and Dial-a-story services. Garrigan asked if we should be providing the Dial-a-story service in other languages. Davis responded that while less than 5% of our community speaks something other than English, we are looking for a Lakota speaker to read

some stories. Garrigan asked if the mobile printing service was making money for the library. Davis replied that there is a cost associated with the new service, but that the library charges for each print.

Jones asked for an update on the Genealogy meeting. Davis replied that two members of the Genealogy Society had met with library staff last week and that another meeting was scheduled this week to begin drafting an updated Memorandum of Understanding (MOU). Davis also indicated that she had shared a grant opportunity with the Genealogy Society. In response to additional questions from Jones, Davis replied that either the new MOU or a progress update will be provided at the next library board meeting.

Davis encouraged the board to review the Gallup poll linked.

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

Annual Report:

Davis provided draft copies of the library's annual report for 2019 to the library board. Davis shared positives about entry being up and the digital collection. In response to a question from Sneller, the drive-thru is used to pick up holds, address questions, pay fines, and return materials. Garrigan asked whether eAudio or eBooks are more popular and Davis responded that while we have more eBooks, we consistently hear from patrons using eAudio during road trips. Jones requested that the CHAOS acronym be spelled out for patrons in the final report.

Public Library Association Conference Report:

Sean Minkel provided a report on the Public Library Association Conference he attended in Nashville, Tennessee from February 25-29. Davis indicated that she would be using the Strategic Planning data brought back to inform the process for 2020.

Motion by Sneller, second by Mathews to acknowledge the Public Library Association Conference Report as presented; no further discussion; motion carried unanimously.

## **BUILDING COMMITTEE**

Air Handler Update:

Garrigan provided an overview of the Library Air Handler Report and Davis added that the current step involves design drawings. Jones asked if there would be any closure of the library. Per Davis, it's still too early to know that but the hope is that enough notice will be provided for this to come to the board.

Motion by Garrigan, second by Mathews to acknowledge the Air Handler Update; no further discussion; motion carried unanimously.

## **FINANCE COMMITTEE**

Supplemental Appropriation Board and County Funds:

Motion by Bice, second by Jones to approve the supplemental appropriation to the Library's 2020 County (Rural) and Board Funds budgets to include 2019 end of year adjustments in the amounts of \$49,684.22 and \$145,173.17, respectively. Bice asked Davis to provide an overview of the supplemental appropriation. Davis replied that these are the two budgets for which unexpended amounts can be carried over from year to year; the Board Funds budget is primarily intended for capital projects. In response to a question from Jones, more revenue has come in to the Board Funds than was expended last year. Per state law, this is the fund that is entirely controlled by the Board. Motion carried unanimously.

## 2021 Budget Report:

Davis notified the board that a 2021 budget will be brought to the board for approval at the April meeting. The library is currently awaiting figures from the city for insurance, salaries, utilities, etc. before a draft budget can be completed.

## **POLICY COMMITTEE**

### Meeting and Study Room Policy:

Motion by Jones, second by Mathews to approve updates to the Meeting and Study Room Policy as presented. Davis provided an overview of the changes which included a 3-day window for payments and the removal of equipment listed on the policy. Jones asked why we don't accept credit cards online. Per Davis, we have spoken with IT and finance in the past and there are issues with PCI compliance that need to be fixed before we can provide this service. Motion carried unanimously.

### Security Contract Renewal:

Motion by Jones, second by Sneller to approve the first renewal of the agreement between the Rapid City Public Library and Securitas Security Services USA, Inc. Davis indicated that the current contract expires in April and per its language, we can renew for one year up to two times. Jones asked about any issues we've had with Securitas. Per Minkel, there are differences between security in a library and elsewhere that require consistent communication. This is particularly true with new security staff, but generally we're happy with the services. Motion carried unanimously.

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

**City Council Liaison:** No report provided.

**County Liaison:** No report provided.

**Foundation:** Sneller reported that the endowment committee had made their goal as of the last meeting. The next meeting will include a recap and lessons learned from the first campaign.

**Friends:** Minkel reported the Friends of the Library are doing well and that there's currently nothing new to report.

Davis asked the board members to mark their calendars for the May 6, 2020 Black Hills Area Librarians Training as it will be an opportunity to acquire some of the necessary continuing education hours for the board.

## **ADJOURN**

Motion by Jones, second by Garrigan to adjourn at 12:56 p.m.; no further discussion; motion carried unanimously.

## **UPCOMING EVENTS**

RCPL Board Meeting	April 13, noon
National Library Week	April 19-25
RCPL Board Meeting	May 11, noon
Black Hills Area Librarians Training	May 6
Institute of Museum & Library Services Site Visit	July 21, 2020