

**Rapid City Public Library Board of Trustees  
Board Meeting  
Monday, February 10, 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 February 10, 2020 at 12:00 p.m.

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

Absent: Lisa Modrick

**Additions or corrections to the agenda:**

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

**Introduction of Staff:** None.

**Public Comment:**

Cathy Druckrey, John Rankin and June Beason completed speaker requests for the Genealogy Society Collection topic on the agenda. Motion by Jones, second by Mathews to hold public comment for the genealogical collection item before the agenda item as published; 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, January 22, 2020

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

Motion by Judy Sneller, second by Mathews to approve the consent calendar as presented; no further discussion; motion carried unanimously.

**ADMINISTRATIVE REPORTS**

Director’s Report:

Terri Davis highlighted the current status of hiring and vacancies for the Events Library Associate II, the two Library Associate positions and the Early Childhood Education Library Associate II position in response to a question from Bice. DiSanto inquired about the vacant maintenance position. Davis responded that the library is looking at a short-term contract and bid advertising for such is not required. Jones asked if the vacancies had impacted the 2019 statistics. Davis replied that the Events Coordinator and Library Associate II vacancies in the latter half of 2019 had an effect on events, but attendance was expected to increase as new staff had time in their roles.

Garrigan asked about the current strategic plan and Davis replied that it expires after 2020 and that she is looking into having the Black Hills Knowledge Network facilitate community discussions and provide demographic information for the next plan.

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

**2019 Statistics Summary:**

In reply to a question from Bice, Sam Slocum noted that website use is down, while digital materials use and drive-thru use is up. Print circulation has remained steady compared to the prior year. The library is working on a new website to improve functionality and statistics tracking was simplified for staff in 2019.

Motion by Mathews, second by Jones to acknowledge the 2019 Statistics Summary as presented; no further discussion; motion carried unanimously.

**Pennington County Annual Report:**

In response to a question from Bice, Slocum replied that the Pennington County report was consistent with prior reports. Davis indicated that this report will be shared with Pennington County. DiSanto asked if Ellsworth Air Force Base has their own library and whether that accounts for low use in that area. Davis replied that there is a library on both Ellsworth Air Force Base and in Douglas School.

Motion by Garrigan, second by Mathews to acknowledge the Pennington County Annual Report as presented; no further discussion; motion carried unanimously.

**BUILDING COMMITTEE**

**Air Handler Update:**

Garrigan deferred to Davis who reported that the City Council had awarded the project to the low bidder for \$324,000, that this amount was in the approved budget and that the notice to proceed on February 17 did not mean that work in the library would start that day. The library anticipates follow-up communication regarding any down time that might arise as a result of this project.

DiSanto asked what caused the difference in bids. Per Davis, there's no way to know the exact cause, but speculated that tariffs might have had an impact. Jones asked Wade Nyberg for his opinion. Nyberg replied that it was interesting that there was such a spread between the bid amounts and that construction timing may also be a factor. Garrigan asked if Climate Controls is a local firm. Davis replied that they are.

**FINANCE COMMITTEE**

**Travel and Training:**

Motion by Bice, second by Mathews to approve Sean Minkel's attendance at the 2020 Public Library Association Conference at an approximate cost of \$2,000, to approve Lisa DaSilva's attendance at the 2020 Computers in Libraries conference at an approximate cost of \$3,000, and to approve Sam Slocum's attendance at the 2020 American Library Association Annual Conference at an approximate cost of \$3,000.

Davis indicated that these conferences have been identified as high value for the library.

Jones asked for the dates and locations of the conferences; Minkel showed the websites for each. In response to a question from Jones, Davis stated that the business office makes travel arrangements. Jones requested that library staff members give updates on what they've learned from these conferences in future board meetings. Bice asked for confirmation that the training is covered in the library budget, which was provided by Davis. Sneller expressed gratitude that the library is doing this to stay up to date and Davis indicated that ongoing training is a requirement for library accreditation. Motion carried unanimously.

## **POLICY COMMITTEE**

Genealogy Collections:

Cathy Druckrey encouraged the board to read the letter from the Genealogy Society. She said that a lot of people will go online to find genealogy material, but the second place they'll go is to the library. She brought up an issue with the current Memorandum of Understanding (MOU) and asked where the link to the genealogy collection was on the library website. She then asked for the library's involvement in family history month and thanked the board for the opportunity to speak.

John Rankin said that it appeared that evidence was brought to support the library's decision after the decision had been made. He stated that the collection serves the needs of the entire community and asked why the director wants to get rid of it. He said that the role of the library board is to provide control and guidance to the library and thanked them for their time.

June Beason provided a brief history of the genealogy partnership and asked the library board several questions about the genealogy collection and statistical tracking. She stated that the collection here is the largest resource in western South Dakota and that resources from other states are needed to trace ancestries that originate from out of state.

Bice thanked the group for talking and asked Davis to provide background on the recommendation. Davis said that when the MOU was signed in 2005, an inventory listed 562 items. The collection has since nearly tripled in size and it's unclear if any weeding has been done to comply with the library's collection development policy. In addition, the genealogy collection is the lowest use collection in the library as shown by the report.

In response to a question from DiSanto, Davis replied that ALA guidelines do not dictate local collection policies. DiSanto asked about genealogy collections in other libraries and how those are handled. Per Davis, other libraries would have different policies depending on their individual needs.

Jones said that the library should purchase new shelving to display items and that the genealogy collection would not need to move.

Garrigan asked if the society can explain the low use. Members of the Genealogy Society stated that they re-shelve items. Davis added that the way browse statistics are gathered is not unique to the genealogy collection and while they may not be exact numbers, they are a fair representation of use. DiSanto stated that the generational differences may account for whether some people put things back or not, but agreed that a smaller group of people is using the genealogy collection. He followed by saying that the library has limited space and the director is right that we need to keep current. He asked if the genealogical society was willing to help out with fundraising.

At this point, Bice indicated significant reservations about the board stepping into day to day operations of the library in this manner. Jones replied that he was also against micromanaging, but that if this was a day to day issue it wouldn't have gotten this far. Davis clarified that this came to the board's attention due to the existence of an MOU signed by the Board.

In response to a question from Sneller about the size of the collection, Davis indicated that more diligence is required to maintain the collection. Sneller asked the Genealogy Society if they have weeded and why the library needs the collection if the materials are available online. A member replied that they have a list of materials to weed and that information online can be hard to find.

Garrigan then asked if the library could assist with digitization. Davis stated the library has public digitizing services in the local history room, but that the Genealogy Society would be responsible for the work and copyright checking involved. In response to a question from Davis, Slocum indicated that while the move is possible by April 1<sup>st</sup>, the digitization would likely require years.

Motion by Jones, second by Mathews that the library purchase a new shelf in order to give the Society time to digitize; Garrigan and Sneller indicated that they were not comfortable with this solution. Garrigan also expressed concern that the collection would keep growing and said she would like to see the genealogy collection meet the collection development policy. Jones withdrew his motion.

Motion by Bice, second by Mathews to have the library develop a new MOU with the Society. Jones asked who would be involved and Davis replied that besides her and library staff, it would include the city attorney and the president of the Genealogy Society. The May 2020 library board meeting was determined as the timeframe for a new MOU. Per Bice, the original April 1 deadline given to the Genealogy Society is superseded by a new MOU. Motion carried unanimously.

**Election of Officers:**

Motion by Jones, second by Mathews nominating Faye Bice for Chair; no further discussion; motion carried unanimously.

Motion by Mathews, second by Garrigan nominating Pat Jones for Vice-Chair; no further discussion; motion carried unanimously.

**Board Committee Assignments:**

The following appointments were continued:

Policy Committee Chair: Pat Jones  
Policy Committee Vice-chair: Judy Sneller

Finance Committee Chair: Faye Bice

Building Committee Chair: Mary Garrigan  
Building Committee Vice-chair: Mike Matthews

**Conflict of Interest Forms:**

Conflict of Interest Forms were filled out by the members of the board.

**ITEMS FROM BOARD MEMBERS / LIAISON REPORTS**

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

**County Liaison:** DiSanto indicated that there was nothing new at this time.

**Foundation:** Sneller reported that there was nothing new at this time.

**Friends:** Minkel reported that the Friends had their first social & training gathering and that they're already reporting some success in finding additional volunteers.

**ADJOURN**

Motion by Jones, second by Sneller to adjourn at 1:27 p.m.; no further discussion; motion carried unanimously.

**UPCOMING EVENTS**

RCPL Board Meeting	March 9, noon
RCPL Board Meeting	April 13, noon
National Library Week	April 19-25
Black Hills Area Librarians Training	May 6
Institute of Museum & Library Services Site Visit	July 21, 2020