

**Rapid City Public Library Board of Trustees**  
**Board Meeting**  
**Monday, April 13, 2020 12:00 p.m.**

The regular meeting of the Rapid City Public Library Board of Trustees was held by conference call, and was called to order by Faye Bice on April 13, 2020 at 12:00 p.m.

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

Absent: Darla Drew

**Additions or corrections to the agenda:**

Motion by Pat Jones, second by Mike Mathews to approve the agenda as published; no further discussion; upon a roll call vote being taken, the motion was approved unanimously.

**Introduction of Staff:** None.

**Public Comment:** No public comments were received via email or by patrons calling in during the meeting.

**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, March 9, 2020

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

Motion by Mathews, second by Mary Garrigan to approve the consent calendar as presented. Regarding the Financial Executive Summary, Davis explained that the meeting room revenue increase in 2019 was due to multiple uses by a single group that has not booked in 2020. Faye Bice, Mark DiSanto, Mathews and Jones asked a series of questions about the drive-thru printing services. Davis explained that the library is printing documents on demand for patrons, charging \$.15/page, and that if a patron dropped something off to be copied it would need to go through the existing 5-day quarantine process. Additionally, while increasing the cost per page might be a revenue source, it could also lead to reduced use which would be counterproductive. Davis added that due to pandemic, the library is anticipating either reimbursement or postponement for the two conferences scheduled in 2020. Upon a roll call vote being taken, the motion was approved unanimously.

**ADMINISTRATIVE REPORTS**

Director’s Report:

Davis spoke about the library’s actions in response to the Covid-19 pandemic, including measures taken to protect the public and staff’s health, collaboration with the fire department and the hospital to 3D print Personal Protective Equipment (PPE) supplies, and sharing laptops with the city so that some city staff may work from home.

In response to a question from Jones about staffing, Davis indicated that the library has increased the number of staff currently scheduled from eight to eleven in order to cope with the ongoing demand.

Garrigan asked for a description of the PPE and the total numbers made by the library thus far. Davis replied that the library has made 10-12 masks from a design chosen by the city’s fire chief, which allows first responders to get multiple

uses out of a single mask. For the hospital, the library has printed approximately 100 extenders to help ease discomfort caused from wearing a mask all day.

Garrigan asked for details on the virtual summer reading program. Davis responded that while we're still in the planning stages for events and activities, the state library is looking at options for online tracking, and we'll have more information as we get closer to kickoff.

Bice asked for an update on drive-thru use and extending due dates for checkouts. Per Davis, the drive-thru is busy and at times there are lines of cars waiting for service. Due date extension may be considered again in the future, but at this time the library is working with patrons as they contact us. Davis added that while we haven't done a large number of account registrations in the drive-thru, the process is working.

In response to questions from Garrigan, Jones and DiSanto about the Covid-19 relief funding and paycheck protection programs, Davis replied that the city's human resources department and department directors are working on this and that there are still questions to be answered as information is changing daily. Staff have been given direction on which pay codes to use and how to apply for assistance.

Motion by Mathews, second by Sneller to acknowledge the director's report as presented; no further discussion; upon a roll call vote being taken, the motion was approved unanimously.

#### **BUILDING COMMITTEE**

Air Handler Update:

Davis provided an overview of the Library Air Handler Report by stating that the city is looking at deferring some future CIP projects, but the library's project has been in process for a few months. Contractors haven't reported any delays with materials, so the deadline is still on track.

#### **FINANCE COMMITTEE**

Supplemental Appropriation Board and County Funds:

Motion by Bice, second by Jones to approve the corrected 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. Davis indicated that this correction was due to a typo in one of the line item numbers and none of the amounts of changed. Jones commented that the budget may change moving forward. Davis responded that at this point the library is making only essential purchases. Upon a roll call vote being taken, the motion was approved unanimously.

#### **POLICY COMMITTEE**

Registration Policy:

Motion by Jones, second by Mathews to approve updates to the Registration Policy as presented. Davis summarized the two changes by explaining that they would require responsible parties to have a library account in good standing and would also allow temporary online registrations. During the current pandemic there may be patrons who are unable to come into the library due to quarantine or other related circumstances. This change would allow those patrons to still apply for library services online. Jones and Bice expressed their support for these changes. Upon a roll call vote being taken, the motion was approved unanimously.

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

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

**County Liaison:** DiSanto reported on the number of Covid-19 cases statewide, the county's response, and the personal responsibility that people are showing at businesses and in the public county-wide, which could account for the low spread thus far. The commissioners have asked every department in the county to cut their budgets by 10%.

**Foundation:** Sneller reported that the Foundation hasn't met since last the last meeting. Nothing to report.

**Friends:** Sean Minkel reported the Friends of the Library have not met since the library was closed to the public. Nothing to report.

**ADJOURN**

Motion by Jones, second by Mathews to adjourn at 12:43 p.m.

**UPCOMING EVENTS**

National Library Week	April 19-25
RCPL Board Meeting	May 11, noon
Summer Reading Kickoff (likely virtual)	To be determined
RCPL Board Meeting	June 8, noon
Institute of Museum & Library Services Site Visit	July 21, 2020