

**Rapid City Public Library Board of Trustees  
Board Meeting  
Monday, May 11, 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 May 11, 2020 at 12:02 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 Judy Sneller 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 the public 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, April 13, 2020

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

Motion by Sneller, second by Jones to approve the consent calendar as presented. In response to a question from Bice, Terri Davis indicated that projected revenue loss through June had improved over the previous estimate due to revenue from the drive-thru printing services. No further discussion. Upon a roll call vote being taken, the motion was approved unanimously.

**ADMINISTRATIVE REPORTS**

Director’s Report:

Davis reported that the library is changing operations by offering more virtual events, online registrations, and drive-thru services. She also spoke about the measures being worked on to safely reopen to the public including plexiglass shields, a security amendment, furniture rearrangement and capacity limits to encourage social distancing. In other business, a draft MOU was submitted to the genealogy society and will be going forward to their board for review. In the best-case scenario, this MOU would come to the June board meeting.

In response to a question from Jones, Davis explained that the decision to reopen the library comes from the library board, its delegation to the library director, and will be based on guidance from local authorities.

Mike Mathews expressed concerns about public compliance with the library’s safety considerations. Davis responded that there will be limited doorway access, temperature screening, and required face coverings as recommended by the CDC; staff will address policy issues then call the police if necessary to have non-compliant individuals removed.

Jones said that a face covering may not hold in place as well as a mask and asked if staff would be addressing this when needed. Davis responded that as staff do currently with policy monitoring, they will be consistently checking in on patrons during this time to ensure compliance with all of the library's safety measures.

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

#### Strategic Plan Quarterly Update:

Davis reported that although progress has been slowed by the COVID-19 situation, the library is still making progress. Planning for the revised strategic plan has been delayed. No additional questions.

#### Purge of Expired Accounts:

Davis reported that the library would be purging 4,219 patrons in 2020 and waiving \$1,145. This is significantly less than in previous years as the library no longer purges accounts that still have lost materials. No additional questions.

#### 1<sup>st</sup> Quarter Statistics Report:

Davis indicated that drive-thru use and reference questions both increased significantly as a result of the COVID-19 situation and staff tracking. No additional questions.

#### Pennington County Report:

Davis said that this report is comparable to past years, with a slight increase to Pennington County borrowers at 19%. No additional questions.

Motion by Sneller, second by Jones to acknowledge the four reports 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 project by stating that there have been some delays due to the COVID-19 situation. Parts for Air Handler 1 may be delayed 3-4 weeks and Air Handler 2 may not arrive until late June. Mary Garrigan has been invited to the future weekly update meetings. Currently, there are no changes orders expected to impact the cost.

Motion by Garrigan, second by Jones to acknowledge the air handler update; no further discussion; upon a roll call vote being taken, the motion was approved unanimously.

DiSanto left at 12:30 p.m.

### **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 indicated that changes to the available hours for meeting rooms were made to ensure staff are always in the building when the public is there, wording was added to enforce the capacity for rooms, and language was clarified. No further discussion. Upon a roll call vote being taken, the motion was approved unanimously.

#### Behavior Policy:

Motion by Jones, second by Mathews to approve updates to the Behavior Policy as presented. Davis explained that the changes are as a result of the COVID-19 situation, but are general enough to allow the library to address future safety

guidelines recommended by state, federal or local authorities. Other changes were made to clarify language. Upon a roll call vote being taken, the motion was approved unanimously.

**Unattended Children Policy:**

Motion by Jones, second by Mathews to approve updates to the Unattended Children Policy as presented. Davis explained that the unattended children age limitation is being increased to 12 as there are concerns about the library becoming a drop-off spot for children who may not follow social distancing guidelines. The recommendation is based on research into what other libraries have done. Additionally, there was clarification that caregivers must keep children with them at all times. Jones stated that he appreciated the preemptive nature of this change. Garrigan asked why the age was 12 rather than 10 or 11. Per Davis, a significant number of behavior incidents involve kids in this age group and 12 is not outside of what some other libraries have done. Upon a roll call vote being taken, the motion was approved unanimously.

**Security Amendment:**

Motion by Jones, second by Mathews to approve an amendment to the security contract between the library and Securitas. Davis and Sean Minkel provided an overview of the amendment. Jones asked if Securitas was willing to take on this extra duty without a change to their cost. Minkel stated that while the library will be providing a thermometer, masks, and gloves there is no change to the hourly rate. Davis clarified that the security guard would be transitioning from their normal security duties to a role checking temperature at the entrance. Jones asked how incidents and the lack of a security presence inside and around the building would be addressed. Davis replied that supervisors and staff address the majority of behavior and policy concerns already, but we would monitor the number of incidents for any 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:** No report provided.

**Foundation:** Sneller reported that the Foundation is planning to meet via conference call, but there is nothing new to report at this time.

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

Garrigan left at 12:50.

**EXECUTIVE SESSION**

Motion by Jones, second by Sneller to enter executive session at 12:51 p.m. to consult with legal counsel regarding contractual matters pursuant to SDCL 1-25-2(3); no further discussion; upon a roll call vote being taken, the motion carried unanimously.

The board left executive session at 1:22 p.m. No action taken as a result of the executive session.

**ADJOURN**

Motion by Jones, second by Sneller to adjourn at 1:23 p.m.

**UPCOMING EVENTS**

Summer Reading Kickoff (likely virtual)	To be determined
RCPL Board Meeting	June 8, noon
RCPL Board Meeting	July 13, 2020
Institute of Museum & Library Services Site Visit	July 21, 2020