

**Rapid City Public Library Board of Trustees
Board Meeting
Monday, June 8, 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 June 8, 2020 at 12:05 p.m.

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

Absent: Mark DiSanto.

Additions or corrections to the agenda:

Motion by Mary Garrigan, 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 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, May 11, 2020

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

Motion by Pat Jones, second by Darla Drew to approve the consent calendar as presented. At Faye Bice’s request, Terri Davis provided an overview of the items which are impacting revenue in 2020. No further discussion. Upon a roll call vote being taken, the motion was approved unanimously.

ADMINISTRATIVE REPORTS

Director’s Report:

Davis reported that the main portion of the library re-opened on June 1. Entry counts for the first week have been slow and steady with no decrease in the drive-thru use noted. In order to limit people in the building, staff have been asked not to drop in to the library unless they are scheduled to work.

Board members and Davis offered congratulations to Pat Jones on his election to city council and reported that the Mayor’s office was working on a replacement for his position on the library board.

Bice asked for an update on the Genealogy Society collection. Davis replied that at the Society’s request, their collection has been removed so that they can work on it remotely. The library also received their draft changes to the Memorandum of Understanding which is currently being reviewed by library staff.

Darla Drew asked if meeting rooms are still being used by the public. Davis replied that there are two rooms available and being booked with restricted occupancy to enable social distancing. Drew asked if the occupancy could be increased if the library was to require face coverings and social distancing. Sean Minkel responded that face coverings are already required everywhere in the library and the occupancy was based on how many people could get into a room and still

have 6 feet of separation for a typical library presentation. Drew responded that if the library felt safe with these measures in place, she would not be looking into rescinding any requirements. Davis added that this is a fluid situation, s being assessed on a day to day basis.

Bice asked how the public was responding to the requirement for face coverings. Per Davis, the majority of the public are responding favorably, with a few questions from individuals. If patrons do not want to wear face coverings, the library has options such as the drive-thru and online services.

Motion by Garrigan, second by Judy 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:

Garrigan asked Davis to provide an overview of the Library Air Handler project. Per Davis, the contractor is currently waiting for delivery of a roof top unit for the HVAC system located over the downstairs restrooms. The large air handler, which serves the majority of public spaces downstairs, is currently being worked on with an estimated 7-10 days for completion. Temporary fans should be arriving to help circulate air downstairs.

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

FINANCE COMMITTEE

2020 Budget:

Motion by Bice, second by Jones to approve revisions to the 2020 budget, in response to the COVID-19 crisis. Davis provided an overview of the budget changes which were based on an 11% reduction to the library's budget or approximately \$324,000. Impacts and adjustments included proposed elimination of the General Beadle library contract, a proposed reduction of drive-thru hours, security savings, a workforce reduction of 4 positions, unfilled vacancies, eliminated online databases, and reduced travel and training. In response to questions from Garrigan, Davis replied the layoff decisions were made after consultation with the assistant director and supervisory staff, based on the library's needs, which roles and responsibilities could be allocated to others, and union seniority. This reduction saved \$144,000. Upon a roll call vote being taken, the motion was approved unanimously.

POLICY COMMITTEE

General Beadle Library Contract:

Motion by Bice, second by Mathews to authorize the Board Chair to submit a letter to the Board of Education regarding termination of the contract for library operations at the General Beadle school. In response to a request from Bice, Davis provided background on the General Beadle contract. Since the North branch opened at General Beadle in 2008, the library's location within the building and restricted service hours have limited its use to the public. Statistics have also been declining with the exception of computer use at this location. Based on the board's direction at the last meeting, Davis spoke with Dr. Seebaum from the school district. He expressed a willingness to prorate costs for 2020 and to partner with the library in the future even if it's not in the same building. No further discussion. Upon a roll call vote being taken, the motion was approved unanimously.

2020 Hours of Operation:

Motion by Bice, second by Jones to approve updated Hours of Operation for 2020. Davis indicated that after tracking drive-thru use, it is evident that this service is not utilized after the library closes at 6:00 or 7:00 p.m. Therefore, the

recommendation is to cease drive-thru access after 7:00 Monday through Thursday and after 6:00 Friday through Sunday. The library would continue to monitor use after this change goes into effect on July 1. Bice asked for clarification of the drive-thru hours for Friday through Sunday mornings. Davis replied that for those days, the hours are being shifted from 9:30-6:30 to 9:00-6:00. Upon a roll call vote being taken, the motion was approved unanimously.

ITEMS FROM BOARD MEMBERS / LIAISON REPORTS

City Council Liaison: Darla Drew reported that, “Look Up to Her”, a project related to the 19th Amendment groups projecting famous women leaders onto Mount Rushmore could be an opportunity for the library to get involved.

County Liaison: No report provided.

Foundation: Judy Sneller reported that the Foundation met via Zoom to elect new officers. Davis added that the Foundation’s endowment investment has also taken a hit from the COVID-19 pandemic.

Friends: Sean Minkel reported the Friends of the Library have started coming back into the library to sort donations for the store, but have not scheduled a meeting as of yet.

ADJOURN

Motion by Jones, second by Mathews to adjourn at 12:47 p.m.

UPCOMING EVENTS

RCPL Board Meeting	July 13, noon
RCPL Board Meeting	August 10, noon
Institute of Museum & Library Services Site Visit	July 21, 2020