

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

Present by roll call: Faye Bice, Mark DiSanto, Darla Drew, Mary Garrigan, and Judy Sneller. A quorum was present.

Mike Matthews joined at 12:09 p.m.

Absent: None.

Additions or corrections to the agenda:

Motion by Darla Drew, second by Mary Garrigan 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: Cathy Druckrey spoke on the Genealogy Agreement. The Rapid City Society for Genealogical Research (RCSGR) requested another month to review the Genealogy Agreement. RCSGR removed 240 books and rented climate-controlled storage for material moved off-site. They are working on an inventory and plan to digitize microfilm and print material with the help of Family Search and Ancestry. Druckrey requested one month's extension to further review the Genealogy Agreement.

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, June 8, 2020

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

Motion by Judy Sneller, second by Drew to approve the consent calendar as presented; Terri Davis spoke about two additional vacancies. Upon a roll call vote being taken, the motion was approved unanimously.

ADMINISTRATIVE REPORTS

Director's Report: Davis reported the first Pop-Up library service was held on July 13. Other tests will occur in different parts of the community in hopes of determining interest in bookmobile services. She reported the air handler project is complete pending minor cleanup and final inspection. Davis also noted entry into the building is climbing steadily, though not approaching previous numbers yet.

Faye Bice asked about library participation at the Central States Fair. Davis said the library will be unable to participate this year due to staffing shortages.

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

POLICY COMMITTEE

Behavior, Computer Use, and Sales, Solicitation and Petitioning Policies:

Motion by Sneller, second by Mike Matthews to approve updates to the Behavior Policy, Computer Use Policy, and Sales, Solicitations and Petitioning Policy to eliminate language referring to the North Branch at General Beadle; no further discussion; upon a roll call vote being taken, the motion was approved unanimously.

Collection Development Policy Memo:

Motion by Sneller, second by Garrigan to approve an update to the Collection Development policy as presented; Drew asked if the Friends of the Library depend on the resource. Davis said the Friends do get revenue from material sent to Thrift.com, but at times they have more material they can handle between donations and books removed from the collection. Garrigan asked if the Friends will get first chance to look at items. Davis said the vendors each let us know if they a specific item. Upon a roll call vote being taken, the motion was approved unanimously.

Fines Forgiving Policy Memo:

Motion by Drew, second by Sneller to acknowledge the Fines Forgiving Policy Report; no further discussion; upon a roll call vote being taken, the motion was approved unanimously.

Genealogy Agreement Memo:

Motion by Sneller, second by Matthews to approve the revised agreement with the Rapid City Society for Genealogical Research as presented. Discussion followed on the genealogy collection. Davis said the current agreement dates to 2005 and it was identified in 2019 that a revision and updated language were needed. The library worked in conjunction with the City Attorney's office to update legal phrasing lacking in the previous agreement. Carla Cushman from the City Attorney's office said the primary change to the agreement is that it is not unlimited and will be reassessed every two years.

Drew asked if there is urgency that would prevent granting the RCSGR another month to work out details in the agreement. Davis said she would not want to continue to table the decision indefinitely, as updates to the agreement have been worked on for six months. Davis said the initial recommendation in February identified a small amount of available shelving, but that amount has since doubled. The library also conceded they would not make RCSGR material available for check out. Sneller asked why the RCSGR requested to move the agreement back to August. Davis was unsure why the group is asking for additional time.

Garrigan also spoke with the RCSGR. She thought they wanted additional wording to clarify a timeline for removal of physical material after digitization. Davis did not believe the proposed agreement prohibited this. Cushman confirmed the agreement does not require immediate removal.

Druckrey clarified the RCSGR plans to rotate their collection in the allotted space and requested clarifying language in the agreement to establish a timeline for removal after an item is digitized. Cushman said the library could add that language, but the agreement is flexible and does not need to add language to establish a timeline for removal once material has been digitized.

Drew disagreed with the idea that people do not want to see history from other places. Davis said we do serve a wide range of people and they are interested in genealogy, but they primarily use library databases such as Ancestry and Heritage Quest. Davis said digitizing microfilm and school yearbooks is invaluable, but the general public do not come to the library to use genealogy items in person. This has been confirmed by observation and use statistics. Digitally available items are available for many people to access outside the library.

Druckrey again said RCSGR was concerned with the immediate removal of digitized items. She questioned the utilization of Local History room and asked if the RCSGR could keep material there. Davis said the Local History room shelving

available to the RCSGR has doubled in the agreement. The library's Local History collection is a closed collection, but was used at a significantly higher rate than RCSGR material.

Upon a roll call vote being taken, the motion was approved unanimously.

ITEMS FROM BOARD MEMBERS / LIAISON REPORTS

City Council Liaison: COVID reimbursement to the city is in the works. She does not anticipate a mask ordinance for Rapid City.

County Liaison: Mark DiSanto reported the county is also seeking COVID reimbursement. The Central States Fair is still scheduled. The county building will have a soft opening on July 17 and will officially open the following week. Each department will decide separately if they will require masks. The county is looking at shelter options for the people waiting outside to get into the county building.

Foundation: Judy Sneller reported the Foundation met in June, where a brief financial report was presented. Sneller did not have current endowment figures. The Foundation discussed the bookmobile and has worked on a brochure outlining the project for donors. Davis said the brochure is waiting on demographic information and will be ready soon.

Friends: Sean Minkel reported that the Friends of the Library have not met as a group, but are continuing to volunteer in the bookstore. Davis said the Friends bookstore sales picked up almost immediately when the library reopened access to the building.

ADJOURN

Motion by Garrigan, second by Matthews to adjourn at 1:10 p.m.

UPCOMING EVENTS

RCPL Board Meeting

August 10, noon

RCPL Board Meeting

September 14, noon