

**Rapid City Public Library Board of Trustees**  
**Board Meeting**  
**Monday, August 10, 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 August 10, 2020 at 12:01 p.m.

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

Absent: Mark DiSanto and Mike Mathews

**Additions or corrections to the agenda:**

Motion by Judy Sneller, 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:** None.

**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, July 13, 2020

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

Motion by Sneller, second by Garrigan to approve the consent calendar as presented. Bice asked Terri Davis for an overview of the financial executive summary. Davis replied that library is monitoring its budget closely and will now be picking up some projects that were deferred as a result of COVID-19. The library is also in the process of reviewing applications and interviewing for three vacant positions. Upon a roll call vote being taken, the motion was approved unanimously.

**ADMINISTRATIVE REPORTS**

Director’s Report:

Davis reported on the Pop-up Library services which started at General Beadle on July 13 and Timmons Market on August 9. People are still discovering this resource, but people have been stopping by and checking out what the library has to offer. The Pop-Up library service is planned to move into Rushmore Mall as the weather changes.

Garrigan asked if there were any other locations on the North side of Rapid City and if it was possible to have the Pop-up Library available more than one day a week at each location. Davis replied that other options included Youth and Family Services and the Oyate Center on the north side, but due to the current staffing levels the library is limited to one day a week. Darla Drew expressed her support for the Oyate Center as an option. Other locations and times will be added next spring when it’s logistically possible to do so.

In response to a question from Sneller, Davis replied that the Pop-up Library has public wi-fi, books, movies, board games, and can register patrons for library accounts.

Lastly, Davis shared a positive comment from Facebook regarding the Covid safety precautions, mentioned that library use trends are continuing to increase steadily and that the drive-thru is still a popular option.

Motion by Garrigan, 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.

Second Quarter Statistics Report:

Davis provided an update of the 2<sup>nd</sup> Quarter Statistics Report, noting that while entry and most statistics are down as a result of COVID-19, registered borrowers increased and virtual events had significant attendees. As a result, virtual events will continue to be a part of library services in the future.

In response to a question from Drew, Davis replied that patrons are able to pick up holds through the drive-thru and finalize online library account registrations. Sean Minkel added that the drive-thru statistics do not include patrons who are only coming through to return materials.

Motion by Sneller, second by Drew to acknowledge the second quarter statistics report as presented; no further discussion; upon a roll call vote being taken, the motion was approved unanimously.

Pennington County Statistics Report:

Davis indicated that the number of Pennington County borrowers and the amount of material they use is consistent with other quarters, but the graphs also show a clear drop and partial recovery of use as is expected due to COVID-19 impacts.

Motion by Drew, second by Garrigan to acknowledge the Pennington County statistics report as presented; no further discussion; upon a roll call vote being taken, the motion was approved unanimously.

## **POLICY COMMITTEE**

Strategic Plan Update:

Motion by Sneller, second by Garrigan to approve a one-year extension to the library's current strategic plan. Davis indicated that the library has made significant progress, but delays caused by COVID-19 have impacted important projects including the bookmobile, a new library website, 1000 Books Before Kindergarten, and a new staff training plan. The library is working to complete all of these and will spend 2021 preparing to launch a new strategic plan for 2022.

Drew asked for clarification on interactions with the Fire Department and the Black Hills Chamber Music festival as well as the various library partnerships noted in the Strategic Plan. Minkel explained that the library partners with the Fire Department and Chamber Music to provide story times for children. In response to the question on library partnerships, Minkel spoke about the positive relationship with the Friends of the Library as well as their various activities and how they support the library. Davis provided updates on the relationships with the Literacy Council, Genealogy Society, and Black Hills Knowledge Network. Davis also expanded on the history and current status of the Black Hills Knowledge Network as the library no longer contributes content. The library still retains the type of data that was formerly contributed to this partnership as part of its website.

Garrigan requested that the 2020 HVAC project be listed under the accomplishments for updating library facilities in the Strategic Plan, as that was a significant project.

Garrigan and Drew asked for clarification on the Lakota language translation and whether it was an ongoing project or paid expense. Davis replied that these have been for one-time projects which have been provided through volunteer assistance.

Upon a roll call vote being taken, motion carried unanimously.

### **FINANCE COMMITTEE**

2021 Budget Memo:

Motion by Bice, second by Sneller to approve the 2021 budgets as proposed. Davis explained that when COVID-19 began to affect the city, the 2020 budget was cut and an initial estimate included a cut for 2021. Revenue projections have improved since then and subsequent guidance from the city recommended a 1.7% increase to the 2021 budget. Drew added that the city's sale tax revenue was not down as much as anticipated and an infusion of state funds for COVID-19 relief will be used to normalize the city's budget.

Davis indicated that the county's 2021 budget was provided in late March or early April. Drew asked if the county budget was provided before the infusion of state funds. Davis replied that the county budget is based on a contract and increases based on the CPI.

Garrigan asked if lost meeting room revenue was something that could be reimbursed with COVID-19 relief funds. Davis responded that because the meeting room use that requires payment is not consistent, it may not be possible to demonstrate that it's lost revenue. However, the library is tracking cleaners and safety-related supplies as these things are definitely reimbursable expenses.

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

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

**City Council Liaison:** Drew reported that the city is not anticipating a mask mandate unless there are significant increases in COVID-19 spread. The city's task force on home rule is moving forward. The Human Relations Commission made a presentation to the city council and is hoping to improve meaningful relations in the city and encourage people to come forward with the issues that affect them. The urban hens issue will also come forward in mid-September.

**County Liaison:** No report provided.

**Foundation:** Sneller reported that the Foundation met, the endowment has recovered, and the majority of their meeting was spent discussing the library book mobile. An electric vehicle is being looked at as a green option. Davis added that John Hill has been researching the electric vehicles and options will be discussed at the next meeting. Sneller requested that the book mobile brochure be shared with the library board as interest was noted by others in attendance.

**Friends:** Minkel reported that the Friends of the Library are holding a planning meeting in September in order to brainstorm safe ways to hold their annual sale in October. Fundraising efforts by the Friends have thus far been keeping up with their 2020 budget.

Davis asked the library board to promote the library in September as this will be Library Card Sign-up Month. From September 30 through October 1, the South Dakota Library Association conference will be held virtually. Trustees are encouraged to attend in order to acquire the accreditation training. Davis will provide the conference schedule as the time approaches.

In response to a question from Garrigan, Davis indicated that board meetings will resume as in-person meetings for September, in the library's Hoyt meeting room.

Darla Drew left the meeting at 12:55.

### **EXECUTIVE SESSION**

Motion by Garrigan, second by Sneller to enter executive session at 12:56 p.m. for the purposes of staff performance review pursuant to SDCL 1-25-2(1); no further discussion; upon a roll call vote being taken, the motion was approved unanimously.

The board left executive session at 1:11 p.m. No action taken as a result of the executive session.

**ADJOURN**

Motion by Sneller, second by Garrigan to adjourn at 1:13 p.m.

**UPCOMING EVENTS**

Library Card Sign-up Month  
RCPL Board Meeting  
SDLA Conference (Virtual)

September, 2020  
September 14, noon  
September 30-October 1