

**Rapid City Public Library Board of Trustees  
Board Meeting  
Monday, September 14, 2020 12:00 p.m.**

The regular meeting of the Rapid City Public Library Board of Trustees was called to order by Faye Bice on September 14, 2020 at 12:00 p.m.

Present by roll call: Faye Bice, Darla Drew, Jim Emmert and Mike Mathews. A quorum was present.

Absent: Mark DiSanto, Mary Garrigan and Judy Sneller

**Additions or corrections to the agenda:**

Motion by Darla Drew, second by Mike Mathews to approve the agenda as published; no further discussion; motion carried unanimously.

**Introduction of Staff:** None.

**Public Comment:** Sheldon Ribsman introduced himself as a student from the Oglala Lakota College at the meeting to observe for a class.

**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, August 10, 2020

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

Motion by Mathews, second by Jim Emmert to approve the consent calendar as presented.

In response to Bice, Terri Davis indicated that expenditures for the year are picking up as the library works on projects that had initially been deferred with the Covid pandemic. Emmert asked about the budget cycle, encumbrance, and whether unspent funds would carry over to the next year. Davis replied that the budget operates on a calendar year, that the library typically encumbers funds each year for projects that have not been completed by year end. While the city budget does not carry over, the board and county funds do but require city council action. In response to a question from Drew regarding the decreased utility expenses, Davis replied that the library may have saved on utilities as a result of the partial closure due to COVID-19. Emmert followed up with a question about the percentage unspent in some line items compared to the time of the year. Davis replied that expenditures have adjusted based on outside factors, such as a proposed agreement with the Literacy Council not moving forward. Davis provided an update on library vacancies and the ongoing hiring process

No further discussion; motion carried unanimously.

**ADMINISTRATIVE REPORTS**

Director’s Report:

Davis reported on a positive patron letter, an incident involving a patron coughing on a staff member, the Pop-up library, a promotion for Sean Collins to a Library Associate II, and the hiring of Katherine Marmer as a Library Associate. Davis also highlighted that one of the library’s Friends, Helen Walker, had won the annual South Dakota Library Association Friends of the Library award.

Bice congratulated Sean Minkel on election as secretary of the SDLA board.

Motion by Mathews, second by Drew to acknowledge the director's report as presented; no further discussion; motion carried unanimously.

Election of Vice-Chair:

Motion by Drew, second by Emmert to continue the election of Vice-Chair of the Rapid City Public Library Board of Trustees to the October meeting; no further discussion; motion carried unanimously.

### **POLICY COMMITTEE**

Fabrication Policy:

Drew asked what led to the recommended changes to the fabrication policy. Davis replied that the changes will allow the library to respond to changing material costs and provide access to new equipment more quickly as the fees will no longer need to come to the board. In response to a question from Drew, Davis replied that the makerspace has been printing a large number of educational aids for kids learning how to floss their teeth, and that she's seen new families in the space recently. Davis also clarified that the changes to the policy allow the library to deny the use of technology in the makerspace if it's unsafe for patrons, staff or the equipment.

Motion by Bice, second by Emmert to approve updates to the Fabrication Policy as presented; no further discussion; motion carried unanimously.

Loan Periods, Fines and Fees Policy:

Motion by Bice, second by Drew to approve updates to the Loan Periods, Fines and Fees Policy as presented. Davis indicated that the changes were a result of a conversations with the Literacy Council and the removal of specific fabrication fees. Bice asked if the fees would be posted in the Makerspace. Davis replied in the affirmative. No further discussion; motion carried unanimously.

Volunteer Policy:

Motion by Bice, second by Drew to approve updates to the Volunteer Policy as presented. Sean Minkel explained that the two items removed from the policy were out of date. The form that potential volunteers sign already contains release instructions and the "failure to disclose" result is no longer possible as the section for disclosure was removed from the form by Human Resources. No further discussion; motion carried unanimously.

### **FINANCE COMMITTEE**

Motion by Bice, second by Mathews to approve the 2021 budget as revised; Davis said that the revision included the removal of \$30,000 from computer replacements as this will be budgeted by City IT. No further discussion; motion carried unanimously.

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

**City Council Liaison:** Drew reported that construction is up in the city, real estate sales are doing well, the city expects to see some refugees from the fires or hurricanes, the first reading of the 2021 budget passed, and that there was work being done for both eviction relief and issues with homelessness/intoxication along Rapid Creek. Lastly, she reported that a memorial is being planned for the children who were buried at Sioux San on October 12 around 11:30.

**County Liaison:** No report provided.

**Foundation:** Davis reported that the next Foundation meeting is scheduled for September 15.

**Friends:** Minkel reported that the Friends of the Library held a planning meeting in August to discuss plans for their annual sale. They have decided to spread the sale out over a longer period of time to encourage social distancing and safety – as a result the sale will be ongoing from October 9-31.

Davis reminded the board members about the upcoming SDLA conference and the need to attend for the library's accreditation. She asked the board members to contact Jennifer Michaelson in the business office for assistance registering.

**EXECUTIVE SESSION**

Motion by Mathews, second by Emmert to enter executive session at 12:41 p.m. for the purposes of staff performance review pursuant to SDCL 1-25-2(1); no further discussion; motion carried unanimously.

The board left executive session at 1:12 p.m.

Motion by Mathews, second by Drew to approve Terri Davis's annual review; no further discussion; motion carried unanimously.

**ADJOURN**

Drew left the meeting at 1:12, meeting adjourned.

**UPCOMING EVENTS**

Library Card Sign-up Month	September, 2020
SDLA Conference (Virtual)	September 30-October 1
Festival of Books	October, 2020
Library Board Meeting	October 12, 2020
Library Board Meeting	November 9, 2020