

**Rapid City Public Library Board of Trustees
Board Meeting
Monday, October 12, 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 October 12, 2020 at 12:15 p.m.

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

Absent: Jim Emmert and Mike Mathews.

Additions or corrections to the agenda:

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

Introduction of Staff: Katherine Marmer introduced herself as the newest Library Associate. She came to Rapid City from Portland, and had also lived in southern California and Minnesota.

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, September 14, 2020

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

Motion by Drew, second by Judy Sneller to approve the consent calendar as presented.

In response to questions from Bice, Terri Davis indicated that the library is working on deferred projects such as elevator cab repairs, replacement of the computer and print management technology, painting of the children’s area, replacement and moving of original light panels, and replacement of the magazine and newspaper shelving. The library is also looking to fill the Library Associate and Library Associate II vacancies as soon as possible, with both interviews and shadowing occurring in the next week.

Motion carried unanimously.

ADMINISTRATIVE REPORTS

Director’s Report:

Davis reported on staff overtime through October, a power outage on October 9 that closed the library early and that that the pop-up library is on hiatus due to ongoing contract negotiations with the mall.

Sneller commented about the student who had provided positive feedback regarding the library being able to stay open during the initial months of COVID-19 which was largely due to the library having a drive-thru. Davis also indicated that Yahoo! UK and Fox News picked up on this as being a rare feature for public libraries.

Drew asked if there were any other events similar to Library Card Sign-up month coming up that the library could present on to the city council. Per Davis, while we still had over 600 new or renewed cards for Library Card Sign-up month, a presentation next year when more data is available about virtual events could be considered.

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

Strategic Plan Update:

Sean Minkel provided an update on the current projects the library is working on for the strategic plan including the new website, 1000 Books Before Kindergarten and the Pop-up/Bookmobile.

Drew asked for some additional background on the Pop-up plans for the mall including what services the library would have. Davis replied that the library is looking for someplace to engage with the public, with high traffic away from oncoming winter weather. Library services include books and movies to check, wi-fi, take & make crafts, and signing up for library cards.

Garrigan asked for clarification on the contract issues with the mall. Per Wade Nyberg, there was a clause regarding responsibility for negligence that was unacceptable. Drew followed up by asking if the negligence issue in the contract was a concern since the amount of material and equipment on site would be relatively small. Nyberg replied that the issue has more to do with personal injury or property damage and indemnification. As written, the library could be held responsible for issues caused by the mall.

Garrigan asked if there were stores in the mall that might be better suited for a Pop-up library which wouldn't result in these contract issues. Davis replied that the library was looking into whether Trader's Market would work, but it's unknown whether they have separate insurance.

Drew commented that a Pop-up library at One-heart was worth considering. Davis indicated that the library is hoping to install a deposit library which would provide ongoing access to materials.

Garrigan asked if the Board could see a version of the library's new website at the December meeting, which Minkel confirmed. Sneller asked if the website would be entirely separate from the city's website. Minkel replied that the new website would have links on the city's site as well as board meeting agendas, but would be a separate site.

Motion by Drew, second by Garrigan to acknowledge the strategic plan update report as presented; no further discussion; motion carried unanimously.

Election of Vice-Chair:

Discussion was held on the responsibilities of the Vice-Chair and term lengths. Drew asked if council representatives can be an elected to officer positions on the Board. Per Nyberg, it's typically not done that way as the city liaison appointments are for a different term than the officer positions.

Motion by Garrigan, second by Drew nominating Sneller as Vice-Chair of the Rapid City Public Library Board of Trustees; no further discussion; motion carried unanimously.

ITEMS FROM BOARD MEMBERS / LIAISON REPORTS

City Council Liaison: Drew reported on large numbers of building permits for the city and provided information for people who want to see a timeline and map of projects coming up – this information is available through community development and CIP. The city is also working with Native Americans in the community to resolve land issues and a mask mandate is on the agenda for discussion.

County Liaison: DiSanto reported that there have been several applications for large housing areas within the next two years to cover the influx of people for the B-21.

Foundation: Davis reported that the Library Foundation meets again next week. As some members won't be present, there may not be much progress on the electric.

Friends: Minkel reported that the Friends of the Library's annual sale is currently ongoing through October 31, and is going well so far. The Friends annual meeting is coming up in November.

ADJOURN

Motion by Garrigan, second by Sneller to adjourn the meeting at 12:55 p.m.

UPCOMING EVENTS

Festival of Books	October, 2020
Library Board Meeting	November 9, 2020
Library Board Meeting	December 14, 2020