

Rapid City Public Library Board of Trustees
Board Meeting
Monday, November 11, 2020 12:00 p.m.

The regular meeting of the Rapid City Public Library Board of Trustees was held by video conference, and was called to order by Faye Bice on November 9, 2020 at 12:02 p.m.

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

Absent: Mike Mathews and Mark DiSanto.

Additions or corrections to the agenda:

Motion by Jim Emmert, 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: 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, October 12, 2020

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

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

In response to a question from Faye Bice, Terri Davis indicated that she’s in the process of reviewing revenue as it relates to changes made to card replacement and children’s overdue fees. The loss of a \$2 card replacement fee has had an impact on revenue. Emmert asked if card replacement fees weren’t a reasonable expectation. Davis responded that while \$2 is a small amount, it does impact some groups disproportionately – citing children in particular.

Darla Drew joined at 12:05 p.m.

Davis also indicated that with the hiring of four staff this month, the library is almost up to pre-COVID staffing levels. An additional 1.5 FTE still need to be hired next year to assist with the pop-up library and bookmobile. Emmert asked for clarification on budget carryover. Davis explained that Board and County funds carry over year to year if not expended, but unexpended city funds go back into the general fund. Darla Drew commented that based on 2020 revenue, she expects money lost due to COVID-19 in 2020 will be added back into the budget for 2021.

No further discussion. Upon a roll call vote being taken, the motion was approved unanimously.

ADMINISTRATIVE REPORTS

Director’s Report:

Davis reported on the library receiving four 5-star Google reviews, new staff hires, and the current COVID-19 response in the library. Election day at the library went well.

Bice asked if staff were able to remain isolated from voters. Davis replied that the security gates were closed to separate the voting and staff areas.

Sneller asked whether the meeting rooms could be reserved at this time. Davis indicated that meeting room use has been eliminated due to ongoing concerns with COVID-19 and mask enforcement.

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

3rd Quarter Statistics Report:

Davis indicated that there was an increase in drive-thru use, but database use, website use and physical checkouts are down. The library is in the process of developing a new website which will be more user friendly.

Motion by Garrigan, second by Emmert to acknowledge the 3rd quarter statistics report as presented; no further discussion; upon a roll call vote being taken, the motion was approved unanimously.

3rd Quarter Pennington County Report:

Davis reported that the trends have stayed relatively similar, but there is a visible decline in the 2nd quarter and recovery beginning in the 3rd quarter. The library is not quite back to pre-COVID levels, but it is moving in the right direction.

Motion by Emmert, second by Drew to acknowledge the 3rd quarter Pennington County report as presented; no further discussion; upon a roll call vote being taken, the motion was approved unanimously.

January 2021 Meeting:

The first meeting each year needs to be moved back in order to give city finance time to close out the previous year's bills. After discussion, a meeting date was set to Wednesday, January 20, 2021.

FINANCE COMMITTEE

Surplus Trade-in Resolution:

Davis explained that as a new system is being purchased for printing and computer management, the existing coin-ops will become obsolete. By declaring them surplus, the library can get trade-in value for them from the new vendor.

Motion by Emmert, second by Garrigan to approve the surplus trade-in; no further discussion; upon a roll call vote being taken, the motion was approved unanimously.

POLICY COMMITTEE

Hours of Operation:

Motion by Sneller, second by Garrigan to approve the Hours of Operation for 2021 as amended.

Sean Minkel provided background on the 2021 Hours of Operation, including the need for a change from the draft document. Next year, both Christmas Day and New Year's Day fall on Saturdays. Existing practice is to observe such holidays during the closest weekday. This means that instead of closing early on Christmas Eve and New Year's Eve, the library will be closed on Friday, December 24; Saturday, December 25; Friday, December 31; and Saturday, January 1, 2021.

No further discussion; upon a roll call vote being taken, the motion was approved unanimously.

Reciprocal Borrowing Agreement:

Motion by Sneller, second by Emmert to continue the reciprocal borrowing program with Sturgis for an unlimited time period, with a 90-day termination clause.

Davis explained that this program serves patrons who work at Ellsworth Air Force Base but live in Meade County. The program has been running successfully for both libraries with benefits for patrons using both the Sturgis and Rapid City Libraries. Garrigan commented on the revenue impact, but indicated that the program was worthwhile.

No further discussion; upon a roll call vote being taken, the motion was approved unanimously.

2021 Contracts:

Motion by Sneller, second by Drew to approve the contracts for 2021.

Davis provided background on the effectiveness of OCLC cataloging and the Integrated Library System within the Black Hills Library Consortium. The security contract will be up for its first renewal in April 2021, with an option of renewing through 2022 before another RFP is required.

No further discussion; upon a roll call vote being taken, the motion was approved unanimously.

LIAISON REPORTS

City Council Liaison: Drew reported that COVID face masks are required in all city buildings, but there are some grey areas such as with the Dahl and the Journey. She doesn't expect there to be a city-wide mask mandate at this time. The legal and finance and public works committees have been combined into a single working session to cut down on the staff time in attending meetings. The Indian lands exchange is currently stalled in council.

County Liaison: No report provided.

Rapid City Library Foundation: Sneller reported that the Foundation met but did not have a quorum in October. They're going to try a different format with fundraising efforts in order to bring attention to what the library is doing in the community.

Friends of the Library: Minkel reported that the Friends of the Library had a strong sale in October. Their annual meeting will be held remotely via conference call in November.

Davis asked the library board to follow the library on Facebook as they may be missing the wide variety of interesting virtual events occurring online.

ADJOURN

Motion by Sneller, second by Garrigan to adjourn the meeting at 12:41 p.m.; no further discussion; upon a roll call vote being taken, the motion was approved unanimously.

UPCOMING DATES AND BOARD TRAINING OPPORTUNITIES

Board Meeting
Board Meeting

December 14, 2020
January date TBD