

**Rapid City Public Library Board of Trustees**  
**Board Meeting**  
**Monday, December 14, 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 December 14, 2020 at 12:06 p.m.

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

Absent: Mary Garrigan and Mike Mathews.

**Additions or corrections to the agenda:**

Motion by Darla Drew, second by Jim Emmert 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, November 9, 2020

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

Motion by Drew, second by Emmert to approve the consent calendar as presented; no further discussion; upon a roll call vote being taken, the motion was approved unanimously.

**ADMINISTRATIVE REPORTS**

Director’s Report:

Terri Davis reported that the Central High School and Lakota Tech High School librarians have both reached out to collaborate or use our expertise. In response to a question from Bice, Davis clarified that a staff resignation in December added .5 FTE to the library’s current vacancies as reported.

Sneller asked for clarification on accessing eBooks through a student ID. Davis replied that due to changes with our eBook provider, this has recently become much simpler. Students at Central High School will be able to access library eBooks with their student ID rather than a library card.

Drew asked how library archival storage is managed. Davis replied that a lot of the archival work has already been done, but there’s a climate-controlled vault in the local history room, acid-free containers are used, and the information is digitized when possible.

Emmert added that it was great to see that the library broke into the top 25 on Trip Advisor.

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

#### Revenue Report:

Davis reported that there has been a revenue decrease in response to self-imposed changes intended to improve customer service and convenience. For example, the library now has automatic renewals, overdue fines have been removed from children's materials to help with early literacy, and library card replacement fees have been eliminated. Non-resident revenues were higher in 2018 due to vouchers that allowed Ellsworth Air Force Base users to register in high numbers. In response to a question from Bice, Davis confirmed that the people living outside of the county on Ellsworth Air Force Base are now being served through a reciprocal agreement with Sturgis. Fabrication revenues have been increasing steadily, due to the array of available services and equipment in the Makerspace.

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

Mark DiSanto joined the meeting at 12:15.

#### **POLICY COMMITTEE**

##### Loan Periods, Fines and Fees Policy:

Motion by Sneller, second by Emmert to approve updates to the Loan Periods, Fines and Fees Policy as presented.

Sean Minkel provided an overview of the changes to the policy including an increase to the non-county library card fee, information pertaining to claimed returns and clarification of account blocks. Terri added that many libraries do not remove claimed returns from patron accounts and that the \$10 block for patron accounts is also consistent within the library consortium.

In response to a question from Drew, Minkel explained that the replacement costs are set by the Loan Periods, Fines and Fees policy and depend upon the material. Some things are set across the board, others are based on the actual replacement cost. In addition, patrons can bring in a replacement copy themselves, but there is still a \$5.00 processing fee to account for materials and staff time. Davis added that the costs are also based on an average cost, typically provided by publishers.

Emmert asked for clarification on the non-county fee being \$99 vs \$100. Minkel replied, that as we also allow patrons to sign up for library cards on monthly basis, \$99 comes out more evenly when divided by 12 than \$100.

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

##### Policy Review:

Davis indicated that staff have reviewed both the Notices Policy and Displays and Events Policy in accordance with the state's library 3-year accreditation requirements. No changes are recommended at this time.

Motion by Sneller, second by Emmert to acknowledge the policy review report.

#### **LIAISON REPORTS**

City Council Liaison: Drew reported on the COVID-19 mask issue that was brought to the city council, the vaccines coming to the state, development records for construction in the city, the need for new roads, and the progress with the Civic Center. Drew also shared a story about how showing kindness and humanity with one another right now can really help people get through this difficult time and communicate more effectively.

County Liaison: DiSanto complimented Darla on her report, indicated that the library has been doing a great job with COVID-19 and that it's been his pleasure to serve on the board.

Bice and Davis recognized Mark DiSanto's contributions. Davis also commented on the value in having a member of the County Commission directly involved in these meetings.

Rapid City Library Foundation: Sneller reported that the Foundation met on the 17<sup>th</sup> of November and discussed the mobile library and plans to reach out to some of the larger donors in the area.

Friends of the Library: Sean Minkel reported that the Friends of the Library held their annual meeting via Zoom in early December. They have approved a budget for 2021 and appointed new officers for the coming year. Davis added that their budget supports reading incentives, staff continuing education and volunteer appreciation.

Darla left the meeting at 12:47 p.m.

**ADJOURN**

Meeting was adjourned at 12:47 p.m. due to lack of a quorum.

**UPCOMING DATES AND BOARD TRAINING OPPORTUNITIES**

Board Meeting	Wednesday, January 20, 2021
Board Meeting	Monday, February 8, 2021
Library Legislative Day, Pierre	TBD