



DOWNTOWN LIBRARY
610 QUINCY ST. | RAPID CITY, SD 57701 | 605.394.4171

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Date: February 8, 2021
To: RCPL Board of Trustees
From: Judy Sneller, Policy Committee Vice Chair
Re: 2021 Hours of Operation

Date: February 2, 2021
To: Judy Sneller, Policy Committee Vice Chair
From: Sean Minkel, Assistant Library Director
Re: 2021 Hours of Operation

Motion: Move to close the library on Monday, April 26, for a staff training day.

Background: Last year, and again at the start of this year, a number of professional development and training events were cancelled or moved to virtual environments due to the Covid-19 pandemic. While some staff were able to take advantage of some online training, the sharing and networking capabilities were missing from those events.

In previous years, the library closed for up to two days for internal staff training. This year, to re-invigorate staff training, we propose an internal 'Staff Skill Symposium' training day, with staff themselves presenting training sessions to their peers. This event would allow for significant train the trainer activity, comprehensive staff conversations about techniques and workflows, as well as public speaking and team building skill development.

Library Board members would also be invited to attend, as this symposium would address some of the training needs for accreditation purposes.

A Monday was chosen as it is statistically the slowest day of the week. The closed day would be announced in advance to the public, as is done for holidays, and no library materials would be due on that day.