

**Rapid City Public Library Board of Trustees**  
**Board Meeting**  
**Monday, February 8, 2021 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 February 8, 2021 at 12:00 p.m.

Present by roll call: Faye Bice, Judy Sneller, Mary Garrigan, Jim Emmert, Emily Tupa, and Travis Lasseter. A quorum was present. Darla Drew joined at 12:01 p.m.

Absent: None.

**Additions or corrections to the agenda:**

None.

Motion by Mary Garrigan, 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.

Darla Drew joined at 12:01 p.m.

**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, January 20, 2021

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

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

In response to questions from Bice, Terri Davis indicated the 2020 financial numbers are not yet finalized and that we are currently reviewing applications for an open Library Associate II position.

Upon a roll call vote being taken, the motion was approved unanimously.

**ADMINISTRATIVE REPORTS**

Director’s Report:

Terri Davis reported that after polling library staff to confirm resumption of services, we are again proctoring tests, providing in-person Book-a-Librarian and notary services, and scheduling meetings in the Hoyt and Community rooms. In response to questions from Garrigan, Bice and Darla Drew about the meeting rooms, Davis indicated that both the Hoyt and Community rooms are limited to 10 people and that masks are still required when using these spaces. Drew asked if there was a charge to use notary services and Davis replied that there is no fee which may account for its

popularity. Sneller asked for clarification on what Book-a-Librarian services are. Davis replied that these are one-on-one interactions that require more time with a librarian to show a user how to do something – for example, getting set up with an e-reader, getting help logging on to our services, or in-depth reference services.

The library's AFSCME contract has been combined with the rest of the city and will be approved by the union and city council in the future. In response to a question from Bice, Davis indicated that the city's human resources director provided effective communication throughout the negotiation process.

Bice thanked Davis for including the online reviews in her report. Davis indicated that credit for this goes to the Public Relations Coordinator.

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

#### 2020 Statistics Summary:

Davis indicated that entry and physical circulation are down due to COVID. Drive-thru use is much higher and digital circulations are up by about 9,000 compared to 2019.

Motion by Sneller, second by Emily Tupa to acknowledge the 2020 Statistics Summary report as presented; no further discussion; upon a roll call vote being taken, the motion was approved unanimously.

#### 2020 County Annual Report:

Davis reported that the numbers on the county report are similar to past reports, but that the graph shows the decline in use caused by COVID-19 and its subsequent recovery.

Motion by Drew, second by Garrigan to acknowledge the 2020 County Annual report as presented; no further discussion; upon a roll call vote being taken, the motion was approved unanimously.

#### Website Report:

Davis reported on the library's new website noting that the site is not yet live, but gives an overview of what it will look like when it does go live. Once the new site is live, there will be small adjustments moving forward. Sean Minkel added that the library has focused on what is important to patrons through surveying, by making it easier for patrons to find the resources they use the most, simplification of the site and looking at ease of access. The site will launch as soon as the remaining content has been added and links have been tested to ensure everything is working well. Patrons will receive at least 2 weeks of notice prior to the website change.

### **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.

Davis indicated that the use of computers has been blocked at \$10 overdue in fines and fees, but that means that people that are looking for a job or have financial difficulties are unable to use them. As there is no financial impact to the library, it is recommended that computers aren't blocked until a patron owes \$50 or more. The other change removes renewal for video games for home delivery patrons due to limited size of the collection and because home delivery items check out for 6 weeks.

Lasseter asked if it's possible to use the computers without raising the amount for a block in policy. Davis replied that we used to issue guest passes, but this was problematic due to duplicate accounts and the staff time required. The block for services other than computer use will remain at \$10.

Drew asked about the current use of the computers and how many are available. Davis replied that we removed many of the computers for social distancing; computer use is increasing, but that it's not to the level it was before COVID-19. The in-library use of laptops has increased.

In response to questions from Garrigan, Davis explained that checkouts for home delivery patrons are 6 weeks due to our delivery schedule. Home delivery is limited to patrons who have filled out an application, live in the school district in Pennington county and have an issue that temporarily or permanently prevents them from coming into the library.

Upon a roll call vote being taken, the motion was approved unanimously.

2021 Hours of Operation:

Motion by Sneller, second by Drew to close the library on Monday, April 26, for a staff training day.

Davis said it makes sense to keep staff engaged and informed. The closure will allow staff members to train one another and provide a team building experience. Library board members will be invited once there is an agenda and are encouraged to participate as this will count towards training for state accreditation.

In response to questions from Lasseter and Bice, the library is currently accredited through December 31, 2022 and the board needs to acquire 45 hours of combined training every 3 years.

Upon a roll call vote being taken, the motion was approved unanimously.

Safety Guidelines:

Motion by Sneller, second by Garrigan to continue the current face mask requirement, except in cases of documented medical exemptions, to be reviewed again at the March Library Board meeting.

Davis noted that there are currently 258 active cases in Pennington County and people are getting their vaccines. There is a need to review the library's response as different strains and spikes due to community events may be seen in the future. The library has had two people come in with medical exemptions. Security staff have indicated that they rarely have to give mask reminders at the entrance. At this point, Davis recommends that the library continue with the mask mandate with medical exemptions.

Drew thanked the policy committee for their work on this issue and said that the topic had been spoken about at the last city council meeting.

Tupa asked how library staff reacted to this change. Davis responded that while there were initially concerns, staff have been responding well to the medical exemption change. Staff also expressed support for the services that we've restarted in the last week.

Lasseter indicated that he had spoken about the library's mask requirements at the county commissioners' meeting.

Upon a roll call vote being taken, the motion was approved unanimously.

**Election of Officers:**

Sneller nominated Faye Bice for Chair. Motion by Garrigan, second by Sneller to close nominations; no further discussion; upon a roll call vote being taken, the motion was approved unanimously.

Bice nominated Judy Sneller for Vice-Chair. Motion by Tupa, second by Emmert to close nominations; no further discussion; upon a roll call vote being taken, the motion was approved unanimously.

**Conflict of Interest Forms:**

Davis explained that the Conflict of Interest forms were emailed with the agenda information. Board members may drop them off or email their responses back to the library.

**LIAISON REPORTS**

City Council Liaison: Drew reported that the city will be getting a new airline with service to Chadron, that they're still having combined Legal & Finance and Public Works meetings, and that Laura Armstrong was not found to be in violation of any ethics.

County Liaison: Lasseter indicated there was no report at this time.

Rapid City Library Foundation: Sneller reported that the foundation is meeting next week and there will be more information in March.

Friends of the Library: Sean Minkel indicated that the Friends of the Library did not meet last month but that they seem to be doing fine overall.

**ADJOURN**

Motion by Emmert, second by Tupa to adjourn at 1:02 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	Monday, March 8, 2021
National Library Week	April 4-10, 2021
Board Meeting	Monday, April 12, 2021