

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

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

Absent: Darla Drew and Travis Lasseter.

Additions or corrections to the agenda:

Judy Sneller notified the board that she is moving out of the state and that it will be necessary to elect a new vice-chair at the next meeting.

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:

Printing Charges:

Robert Tolman called in to comment on the library's new credit card payment system for printing. He related his experience using the new service and asked that a sign be added to alert the public to the \$10 temporary hold placed on cards using that form of payment.

Faye Bice thanked him and let him know that we would see if we could make this easier for the public. Terri Davis clarified that the hold is required by the vendor and said that signage will be added to the printing stations.

Suspension Appeal:

Davis read a suspension appeal as submitted by a patron and informed the board of the events leading up to the current two-year suspension.

Motion by Emmert, second by Sneller to deny the appeal; no further discussion; upon a roll call vote being taken, the motion was approved unanimously.

Suspension Appeal:

Davis read a suspension appeal as submitted by a patron and recounted the history of events leading up to a one-year suspension. In response to a question from Garrigan, Davis indicated that the suspension was approved on February 17. Emily Tupa asked if the library can refer patrons to other services when they need help. Davis replied that doing so could cause issues with medical privacy.

Motion by Tupa, second by Garrigan to deny the appeal; no further discussion; upon a roll call vote being taken, the motion was approved unanimously.

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, February 8, 2021

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

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

Davis noted that meeting room use revenue in 2019 was skewed by a single group and indicated that the vacancy status report is different from last month as the library is seeking to recover FTE lost due to COVID-19.

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

ADMINISTRATIVE REPORTS

Director's Report:

Davis reported on the 1000 Books Before Kindergarten initiative, data gathering for the strategic plan being done in-house and with social media, the upcoming staff skills symposium, and summarized recent online reviews.

Bice asked for an update on the budget process. Davis replied that according to the finance office's timeline, the budget must be approved by the board in April; if the city appropriation numbers change, it will be brought again in August for final approval.

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 Annual Report:

Davis said that the 2020 Annual is the summary of activities from the previous year as put together by library staff. Highlights included pictures honoring a staff member who passed away in 2020 and the increase in mobile printing and drive-thru use.

Bice and Garrigan complimented staff on doing well with the annual report and keeping it brief and easy to read.

FINANCE COMMITTEE

Supplemental Appropriation 2021 County Funds:

Motion by Bice, second by Garrigan to approve the supplemental appropriation to the Library's 2021 County (Rural) to include 2020 end of year adjustments in the amounts of \$26,501.60, and re-allocate that amount to line items as indicated.

Davis clarified that county funding cannot be merged with the city's general fund, so any remainder at the end of each year is carried over. The library is recommending allocation of these funds to professional services, repair of equipment, event supplies, office equipment for the makerspace, technology, books and processing.

Davis added that there was also carryover in the board funds, but they have not yet been assigned to a specific budget and will remain in the board fund until needed.

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

POLICY COMMITTEE

Security Renewal:

Motion by Sneller, second by Emmert to approve the second renewal of the agreement between the Rapid City Public Library and Securitas Security Services USA, Inc.

Davis and Sean Minkel indicated that while Securitas has been working well, this would mark the 4th year with them and the contract is set to expire in 2022. After that, the library would need to put out an RFP for security services.

Garrigan asked if there was any time that security isn't in the library. Per Davis, staff handle the majority of the incidents and security is here primarily for assurance. They assist with mask compliance, patrolling outside the building and serious incidents.

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

Computer Use Policy:

Motion by Sneller, second by Tupa to approve updates to the Computer Use Policy as presented.

Davis said that quick print was intended to be a temporary solution when the library removed guest passes for computers. Now that the library has mobile printing and computer access accounts, this station is no longer needed. If a patron is blocked, this provides an opportunity to work with them to rectify account issues.

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

Behavior Policy:

Motion by Sneller, second by Tupa to approve updates to the Behavior Policy as presented.

Davis said that after review of pending suspensions, it was noted that start dates for the suspensions didn't always make sense when compared to the date of an incident and the length of a suspension. For example, a patron with a one-month suspension might not be served with that suspension until several months had passed. The new process will involve suspensions starting on the date of the infraction and an email or letter being sent to notify patrons of their suspension.

Davis also indicated that a matrix for suspensions has been created to provide a standardized response to specific types of incidents.

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

Safety Guidelines:

Motion by Sneller, second by Tupa to continue the current face mask requirement, except in cases of documented medical exemptions, until the numbers of active Covid-19 cases in Pennington County have remained below 200 for one week, per the DOH website.

Davis said that this recommendation is due to the dropping rate of COVID-19 cases in the county, the upcoming availability of vaccines to library staff and the mayor's relaxation of mask requirements for other facilities. When the county gets to this point, the library's signs would be changed to indicate that masks are strongly recommended, but masks would still be required for one-on-one service and in places where social distancing can't be maintained.

In response to questions from Bice, Davis replied that she's spoken to staff about the relaxation of mask requirements a couple of times in the past. There will be staff that are unhappy with this change, but it is also the direction the city is going and 200 people is a small percentage of the overall county population. Two patrons have claimed medical exemptions for mask use in the library.

Garrigan asked for clarification on what 200 cases meant and how that number was chosen. Davis replied that it's relatively easy to track the current number of people who are positive for COVID-19 on a daily basis on the DOH website and said that the number was reduced from the 500 cases level which the library was originally considering.

Sneller said that this approach made sense, that numbers are down right now.

Bice asked what would happen if the numbers went above 200. Davis replied that the numbers have been going up and down and a determination would need to be made as to whether this was a temporary spike or indicative of something more serious. The current behavior policy gives the director the ability to respond quickly without additional board approval if needed.

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

Board Committee Assignments:

After discussion on the current committee appointments and roles, the following appointments were made:

Policy Committee Chair: Emily Tupa
Policy Committee Vice-chair: Vacant

Finance Committee Chair: Faye Bice
Finance Committee Vice-chair: Vacant

Building Committee Chair: Mary Garrigan
Building Committee Vice-chair: Jim Emmert

LIAISON REPORTS

City Council Liaison: No report provided.

County Liaison: No report provided.

Rapid City Library Foundation: Sneller reported that the Foundation met on February 16 and discussed the bookmobile purchase, its eventual donation to the city, a draft proposal to Black Hills Energy and data mapping.

Friends of the Library: Minkel reported that the Friends of the Library have not met since their last meeting due to COVID, but they are doing well with the bookstore and thrift.com.

Davis indicated that National Library Week is coming up and asked the board to watch for the agenda on the Staff Skills Symposium.

After a brief discussion initiated by Bice, it was determined that the next board meeting would be in person at the library pending any significant changes with the COVID-19 situation.

ADJOURN

Motion by Garrigan, second by Emmert to adjourn at 1:05 p.m.; no further discussion; upon a roll call vote being taken, the motion was approved unanimously.

UPCOMING DATES AND BOARD TRAINING OPPORTUNITIES

National Library Week	April 4-10, 2021
Board Meeting	Monday, April 12, 2021
Staff Skill Symposium	Monday, April 26, 2021
Board Meeting	Monday, May 10, 2021

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