

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

The regular meeting of the Rapid City Public Library Board of Trustees was called to order by Faye Bice on April 12, 2021 at 12:13 p.m.

Present by roll call: Faye Bice, Jim Emmert, Emily Tupa, Travis Lasseter and Judy Sneller. Darla Drew arrived at 12:24 p.m. A quorum was present.

Absent: Mary Garrigan.

Additions or corrections to the agenda:

Motion by Jim Emmert, second by Judy Sneller to approve the agenda as published; no further discussion; upon a roll call vote being taken, the motion carried unanimously.

Introduction of Staff: Dakota Baker introduced herself as the Events Library Associate II hired last November and spoke about her background and duties at the library.

Public Comment:

None.

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, March 8, 2021

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

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

Terri Davis spoke about revenue being down \$1,100, which is not a concern at this time in the year, meeting room usage increasing and plans to fill the current vacant positions.

The motion carried unanimously.

ADMINISTRATIVE REPORTS

Director’s Report:

Davis reported on speaking events and conferences attended by library supervisors, a new Wi-Fi hotspot service starting on May 1, with a pending proposal from Benchmark Data Labs for strategic planning preparation and the current COVID-19 safety precautions in place at the library.

In response to questions from Emmert and Lasseter, Davis replied that the Wi-Fi hot spots are provided through an annual contract and due to unknown demand they will initially check out for 1 week at a time.

Davis added that in response to a request from the Rapid City Police Department, the library is helping to keep a little free library near the courthouse fully stocked with donated books.

Motion by Tupa, second by Emmert to acknowledge the director's report as presented; no further discussion; motion carried unanimously.

Darla Drew arrived at 12:24 p.m.

Quarterly Strategic Planning Update:

Sean Minkel provided a summary of the quarterly strategic planning progress including the upcoming website launch, staff skills symposium, water filling stations, and new shelving for magazines and newspapers which will go up in the next 3 months.

Motion by Emmert, second by Tupa to acknowledge the quarterly strategic planning update as presented; no further discussion; motion carried unanimously.

2020 State Library Survey:

Davis provided a brief overview of the 2020 state library survey and explained how it's populated each year with information that the library is already tracking.

Drew asked if events would continue to be held virtually now that COVID-19 is starting to come under control. Davis replied that the library has already started in-person story times and that because of the positive response to virtual events, this option would not be going away even as more in-person events are offered. For example, the popular Lunch and Learn programs were typically capped due to space in the community room; by having a virtual component, more patrons could attend these events. Bice asked how in-person event attendance is tracked. Per Davis, the library counts people as they show up for events.

Motion by Drew, second by Tupa to acknowledge the 2020 state library survey as presented; no further discussion; motion carried unanimously.

FINANCE COMMITTEE

2022 Budget:

Motion by Drew, second by Emmert to approve the 2022 City, County, and Board Fund budgets as proposed.

Davis provided an overview of the budget process and explained that since the city's guidance for budgeting has been delayed this year, a final budget will likely come back to the Board in August. The current recommendation represents a 2% increase from 2020's city library budget.

In response to a question from Drew, Davis indicated that the salary figures in this budget take filling the current vacancies into account. Drew added that due to the city's sales tax numbers and increased building revenue, a 2% increase does not seem out of the question.

In response to a question from Bice regarding building projects, Davis indicated that the library's chiller unit is on the city's 5-year capital improvement plan (CIP) and three air handlers on the second story roof will be added for 2026, 2027 and 2028.

Motion carried unanimously.

POLICY COMMITTEE

Continuing Education Policy:

Motion by Tupa, second by Emmert to approve updates to the Continuing Education Policy as presented.

Davis provided an overview of the changes to the policy and added that the continuing education is entirely funded by the Friends of the Library.

Motion carried unanimously.

Interlibrary Loan Policy:

Motion by Tupa, second by Emmert to approve updates to the Interlibrary Loan Policy as presented.

Sean Minkel explained that the changes to the policy were made to improve awkward language without changing the intent.

Drew asked if it is difficult to charge for interlibrary loan fees. Davis replied that the library typically doesn't charge for interlibrary loan unless the lending library has fees or an item is lost.

Loan Periods, Fines and Fees Policy:

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

Minkel provided an overview of the changes to the policy, including the addition of information for the upcoming hot spot checkouts, the removal of outdated information about ereaders, and clarification on charging per printed side when copying or printing documents.

The motion carried unanimously.

Election of Vice-Chair:

Discussion was held on the responsibilities and interest for the open Vice-Chair position on the board.

Motion by Emmert, second by Sneller to nominate Emily Tupa as Vice-Chair; no further discussion; motion carried unanimously.

Motion by Emmert, second by Sneller to close nominations; no further discussion; motion carried unanimously.

Lasseter left the meeting at 12:54 p.m.

Appointment of Foundation Board Liaison:

After discussion on the current committee appointments and roles, the consensus was that this position could temporarily be covered by Davis and discussed again at a future board meeting.

Motion by Drew, second by Emmert to continue; no further discussion; motion carried unanimously.

LIAISON REPORTS

City Council Liaison: Drew reported on the city budget process, discussions being held about construction, and the effective fire response. She also thanked the library for everything it has done for the city and patrons since COVID-19 started.

County Liaison: No report provided.

Rapid City Library Foundation: Sneller reported that the Foundation met via Zoom on March 16 and that the library has been named as a beneficiary for a significant bequest. After Sneller indicated that discussion is ongoing regarding the library book mobile, Davis added that the Foundation is looking at different electric options and are working with Black Hills Energy.

Friends of the Library: Minkel reported that the Friends of the Library have not met in person since the last meeting, but that they are doing well with donations and have strong sales in the bookstore.

Drew added that the Readiatrics book drive is ongoing for new and gently used books for children and there is a drop in the library.

Davis reminded the board that the Staff Skills Symposium is planned for Monday, April 26th and will include practical training. In response to a question from Drew, Davis replied that active shooter training is held as part of an annual safety training schedule.

ADJOURN

Motion by Sneller, second by Emmert to adjourn at 1:12 p.m.; no further discussion; motion carried unanimously.

UPCOMING DATES AND BOARD TRAINING OPPORTUNITIES

Staff Skill Symposium	Monday, April 26, 2021
Board Meeting	Monday, May 10, 2021
Summer Reading Begins	June 1, 2021
Board Meeting	June 14, 2021