

Rapid City Public Library Board of Trustees
Board Meeting
Monday, May 10, 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 May 10, 2021 at 12:02 p.m.

Present by roll call: Faye Bice, Mary Garrigan, Christine Jones, and Darla Drew. A quorum was present.

Absent: Emily Tupa, Travis Lasseter, and Jim Emmert.

Additions or corrections to the agenda:

Motion by Mary Garrigan second by Darla Drew to approve the agenda as published; no further discussion; motion carried unanimously.

Welcome to new Board member:

Bice welcomed Christine Jones as the newest library board member. Jones introduced herself and provided information on her background.

Introduction of Staff: Christine Waller introduced herself as a Library Associate 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, April 12, 2021

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

Motion by Garrigan second by Drew to approve the consent calendar as presented; no further discussion; motion carried unanimously.

ADMINISTRATIVE REPORTS

Director’s Report:

Assistant Director, Sean Minkel, reported that the library conducted interviews with community leaders during National Library Week and posted daily videos to Facebook, that the first Staff Skills Symposium was a success, and that initial Pop-up Library interest has been positive.

Motion by Jones second by Garrigan to acknowledge the director’s report as presented; no further discussion; motion carried unanimously.

Pop-up Library Schedule:

Minkel reported that the pop-up library schedule is available on the website and being handed out as bookmarks during patron interactions. The images on the website are being updated.

Purge of Expired Accounts:

Minkel explained that the purge of expired accounts is something that's done annually to remove accounts that have been inactive for at least 3 years. Accounts which owe money for lost materials are retained but moved into a non-reporting patron type so library statistics remain up to date.

Jones requested information on current fines and fees which will be followed up on at the June board meeting.

Motion by Garrigan second by Drew to acknowledge the purge of expired accounts as presented; no further discussion; motion carried unanimously.

1st Quarter Statistics Report:

Minkel reported that drive-thru use, digital access, and virtual event attendance are up from last year for the 1st quarter and the library is rebounding in other areas affected by COVID.

Motion by Drew second by Garrigan to acknowledge the 1st Quarter Statistics Report as presented; no further discussion; motion carried unanimously.

1st Quarter County Report:

Minkel indicated that the 1st Quarter County Report follows the trend of past reports with approximately 20% of physical material use being due to Pennington County borrowers. Additionally, the graph shows how circulation dipped as a result of COVID and has been gradually returning.

Motion by Drew second by Garrigan to acknowledge the 1st Quarter County Report as presented; no further discussion; motion carried unanimously.

POLICY COMMITTEE

Local History Room Policy:

Motion by Faye Bice, second by Drew to approve updates to the Local History Room policy as presented.

Minkel identified the changes to the policy as the removal of references to donations and the collection development policy as these are addressed in other policies. All other changes were made to simplify the language used.

No further discussion, motion carried unanimously.

Technology Plan:

Motion by Bice, second by Garrigan to approve updates to the Technology Plan as presented.

Minkel explained that the changes to the policy clarify that all staff must be able to demonstrate the use of technology relevant to their position, that individual implementation plans for technology are not created as there is already a standard process for new services, and the replacement cycle for makerspace equipment takes time to establish.

No further discussion, motion carried unanimously.

Lending and Fees Policy:

Motion by Bice, second by Jones to approve updates to the Lending and Fees Policy as presented.

Minkel explained that the changes to the policy included a name change from Loan Periods, Fines and Fees Policy to simply Lending and Fees Policy and that checkout of mobile hotspots was updated to only be available to those 18 years old or older. This last change is consistent with existing policy for laptop checkout.

No further discussion, motion carried unanimously.

Appointment of Foundation Liaison:

After discussion was held on the responsibilities and interest for the open Foundation Liaison position, Jones asked if it would be possible for her to sit in on the next Foundation meeting before committing. Minkel confirmed that this could be done.

Motion to continue this agenda item to June board meeting by Garrigan, second by Drew. No further discussion; motion carried unanimously.

LIAISON REPORTS

City Council Liaison: Drew reported on the city’s saved funds and CARES Act funding available which will be discussed at tonight’s city council meeting. Drew has picked up two bins of READIATRICS book donations from the library and gave an update on the project.

County Liaison: No report provided.

Rapid City Library Foundation: Minkel reported that KOTA has offered the Foundation Board free public service announcements for fundraising for the bookmobile and the Foundation is now talking about how best to take them up on this offer.

Friends of the Library: Minkel reported that the Friends of the Library are continuing to hold off on meetings at this time, but are still doing well in the book store and have strong sales.

ADJOURN

Motion by Garrigan, second by Jones to adjourn at 12:57 p.m.; no further discussion; motion carried unanimously.

UPCOMING DATES AND BOARD TRAINING OPPORTUNITIES

Summer Reading Begins	June 1, 2021
Board Meeting	June 14, 2021
Board Meeting	July 12, 2021