

**Rapid City Public Library Board of Trustees**  
**Board Meeting**  
**Monday, June 14, 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 June 14, 2021 at 12:00 p.m.

Present by roll call: Faye Bice, Mary Garrigan, Jim Emmert, Christine Jones, Emily Tupa and Travis Lasseter. A quorum was present.

Absent: Darla Drew.

**Additions or corrections to the agenda:**

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

**Introduction of Staff:** Laura Kroeker and Chris Pappas introduced themselves as Library Associates hired last November and spoke about their backgrounds and duties at the library.

**Public Comment:**

Genealogy Society Annual Report:

Cathy Druckrey, President of the Rapid City Society for Genealogical Research (RCSGR), provided an annual report to the library board which included a brief overview of the society's history at the library, the current work in reducing the size of the collection or digitizing materials and their future goals.

In response to Druckrey's comment about items in storage, Terri Davis asked if the RCSGR was going to create a list of those items so people can request them if needed. Druckrey replied that this is in progress.

Faye Bice thanked the RCSGR for providing their annual report.

**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, May 10, 2021

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

Motion by Christine Jones, second by Emily Tupa to approve the consent calendar as presented.

Davis provided an overview of the financial executive summary, including that printer/copier revenue is almost back to where it was in 2019, that meeting room revenue is down as these only recently opened up to full occupancy, and that the library is currently receiving applications for an open supervisory position.

In response to a question from Garrigan, Davis said that the amount shown in 2021 capital outlay is due to the HVAC project from last year – it was in the budget for 2020, but the city made payment in 2021.

No further questions, motion carried unanimously.

### **ADMINISTRATIVE REPORTS**

Director's Report:

Davis reported that the library is currently looking for another location to replace Knollwood on the North side of Rapid City due to several safety concerns. Additionally, Benchmark Data Labs will be conducting information gathering sessions as the library looks to replace its current strategic plan starting later this year. The Library Foundation has agreed to pay for some of the costs associated with the data gathering sessions.

In response to a question from Bice, Davis indicated that Summer Reading is going well, but is not back to what it was like before COVID. Storytime's have also started to pick-up in attendance. Davis encouraged the library board to review the social media that library staff have recently created for Summer Reading.

Bice asked if Davis expected any changes as a result of the city's skateboarding ordinance. Davis replied that she hopes not, but that we would track any incidents that do occur.

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

Fines and Collections Report:

Davis reported on the overdue fines and lost material charges going back to before 2016. Overdue charges have decreased as the library has made changes such as automatic renewals and no overdue fees on children's materials. Lost material charges are being addressed through the collection agency process.

In response to questions from Garrigan and Jones, Davis explained that in process accounts are those that are currently being worked on by UMS, that skip tracing tracks patrons who have left no forwarding address, and that we charge patrons a \$10 fee to cover costs when their accounts are submitted to collections. In addition, patron accounts are only purged when there are no lost materials associated with their account. This helps to ensure that patrons who attempt to get a card at another library in the consortium are held accountable for those materials.

Motion by Garrigan, second by Tupa to acknowledge the fines and collections report as presented; no further discussion; motion carried unanimously.

Travis Lasseter left the meeting at 12:36 p.m.

### **POLICY COMMITTEE**

Donation Policy:

Motion by Tupa, second by Emmert to approve updates to the Donation policy as presented.

Davis indicated that the changes to this policy were made to move information related to donations from the Displays & Events Policy. There is no change to the intent.

Motion carried unanimously.

Displays & Events Policy:

Motion by Tupa, second by Jones to approve updates to the Displays & Events policy as presented; no further discussion; motion carried unanimously.

**LIAISON REPORTS**

City Council Liaison: No report provided.

County Liaison: No report provided.

Rapid City Library Foundation: Davis reported that the Foundation is meeting on June 15 and that Christine Jones will be attending. Their main focus continues to be the bookmobile.

Friends of the Library: Sean Minkel reported that the Friends of the Library have started meeting in person again and are beginning to discuss their upcoming annual sales in September and October.

Davis briefly let the board know that the upcoming board training may happen later this fall, but will depend on staffing at the state library.

**ADJOURN**

Motion by Emmert, second by Tupa to adjourn at 12:43 p.m.; no further discussion; motion carried unanimously.

**UPCOMING DATES AND BOARD TRAINING OPPORTUNITIES**

Board Meeting	July 12, 2021
Board Meeting	August 9, 2021
Board Member Training	To be determined