

Rapid City Public Library Board of Trustees
Board Meeting
Monday, July 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 July 12, 2021 at 12:03 p.m.

Present by roll call: Faye Bice, Mary Garrigan, Jim Emmert, Christine Jones, Emily Tupa, and Gary Drewes. A quorum was present. Gary Drewes attended in Travis Lasseter's place for the Pennington County Commissioners.

Absent: Darla Drew and Travis Lasseter.

Additions or corrections to the agenda:

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

Introduction of Staff:

None.

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, June 14, 2021

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

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

Terri Davis indicated that revenue is up significantly compared to the same time last year and that this may continue as a result of mobile printing options and use of debit or credit card payments for printing. In addition to the vacancies shown on the report, the Early Education Library Associate II has resigned. The open Administrative Coordinator position will be advertised again and the library will also be advertising for part-time facilities staff.

In response to questions from Emily Tupa and Garrigan, Davis replied that library wages are public information and posted on the city's website and on job advertisements. In response to Bice, Davis indicated that there is some flexibility in the starting wage. Jones asked if hiring has been impacted by a lack of applications throughout the city and if any of the positions allow for working remotely. Davis responded that low numbers for applications are affecting the entire city and that human resources is looking at ways to advertise more effectively. Library positions generally don't allow much remote working, but it is still possible in specific situations. Job advertisements are posted on social networking sites as well.

No further discussion, motion carried unanimously.

ADMINISTRATIVE REPORTS

Director's Report:

Davis reported that the pop-up library has a new tent to replace the inflatable one that wasn't working well in windy conditions.

Bice asked Davis to elaborate on the Meade county patron topic from the director's report. Davis replied that the reciprocal agreement with Sturgis has been working well. Currently, RCPL sends patrons to Sturgis to register for a Sturgis account, but this isn't very good customer service when they then have to return to RCPL to check out materials. After working with Sturgis, RCPL will be registering their patrons using their policies and procedures and Sturgis will follow up to finalize the accounts. In response to question from Garrigan, Sturgis patrons will get a Sturgis library card, not an RCPL one.

Bice asked about the funding agreement with Ellsworth AFB for library access. Per Davis, since the reciprocal lending process has superseded this need, they have agreed to have the remaining funds go towards the bookmobile.

Jones said that she attended the block party near Knollwood Apartments and that there had been interest in both a bookmobile and a little free library. Davis indicated that most Little Free Libraries are grass roots efforts, but that if Knollwood put up a Little Free Library, RCPL would talk with the Friends about providing some materials.

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

POLICY COMMITTEE

Davis requested that the Lending and Fees Policy be deferred until next month due to questions that have come up regarding sales tax which will require more time to investigate.

Lending and Fees Policy:

Motion by Tupa, second by Emmert to continue the Lending and Fees Policy update until the August board meeting; no further discussion; motion carried unanimously.

Catalog Enhancement Contract:

Motion by Tupa, second by Jones to approve the agreement with ByWater Solutions for Aspen Discovery services.

Davis provided an overview of the Aspen Discovery service by explaining that it will aggregate results from eBooks, databases, and other resources into the library's catalog. In response to a question from Garrigan, Davis explained the process used by RCPL to receive and catalog materials. In response to a question from Bice, this agreement is coming to the board because the cumulative cost over the next several years would be more than what the director can approve.

No further questions, motion carried unanimously.

LIAISON REPORTS

City Council Liaison: No report provided.

County Liaison: Drewes reported that the library budget for the county libraries is currently moving forward with no talk of adjustments at this time.

Rapid City Library Foundation: Christine Jones reported that she'd attended her first Foundation meeting and would be taking over as the liaison. At the last meeting, the Foundation decided to move some of their available funds into the bookmobile project. The group is also working on recruiting new members because one of their members had to resign, another hasn't shown up to meetings in about a year, and two long-standing members are term limited.

Friends of the Library: Sean Minkel reported that the Friends of the Library are currently discussing membership dues, their annual sales, and will be meeting again on July 15th. Sales are going well.

EXECUTIVE SESSION

Motion by Tupa, second by Garrigan to enter executive session at 12:37 p.m. for the purposes of staff performance review pursuant to SDCL 1-25-2(1); no further discussion; motion carried unanimously.

Motion by Jones, second by Emmert to leave executive session at 12:54 p.m. No action taken as a result of the executive session.

ADJOURN

Motion by Garrigan, second by Emmert to adjourn at 12:55 p.m.; no further discussion; motion carried unanimously.

UPCOMING DATES AND BOARD TRAINING OPPORTUNITIES

Board Meeting	August 9, 2021
Board Meeting	September 13, 2021
Board Member Training	To be determined