

Rapid City Public Library Board of Trustees
Board Meeting
Monday, August 9, 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 August 9, 2021 at 12:01 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 Jim Emmert second by Christine Jones to approve the agenda as published; no further discussion; motion carried unanimously.

Introduction of Staff:

None.

Public Comment:

Leah Braun introduced herself as the City Culture Strategist and reported on results from the city-wide and library culture surveys by detailing both the positives and the opportunities for improvement.

In response to questions from Jones and Mary Garrigan, Braun provided background on what led to either positive or negative feedback being included in her presentation. Emily Tupa asked for more information on the changes to the healthcare plan which was provided by Terri Davis and Wade Nyberg.

Lastly, Braun identified that changes are already coming as a result of the survey, including items identified in a supervisory meeting, another follow-up survey and a planned all-staff meeting. Davis shared an example of improved communication already being implemented.

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, July 12, 2021

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

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

In response to questions from Bice, Davis provided background on the financial executive report and vacancies at the library. The library will seek to fill the currently vacant coordinator position with a senior librarian and will also be creating a Library Associate II position to focus on training. Davis said that the library could offer relocation assistance at the senior librarian level.

Jones asked what the percentage for the benefits of these positions was. Davis estimated that it is 20-25%.

No further discussion, motion carried unanimously.

ADMINISTRATIVE REPORTS

Director's Report:

Davis reported on the decision to require staff to wear masks in the library again, the increased demand for notary services (362 in July), and the new trial for rapid access computers which came about as a result of a staff workgroup. If the computer trial is successful, a policy update will be brought back to the September meeting. Lastly, the library is investigating repair or replacement of the sidewalks around the building, replacing the entryway doors, and has requested vision funds from the city to improve access to the main floor restrooms and open up the narrow hallway there.

In response to questions from Garrigan and Tupa, Davis provided the locations for the pop-up library and described how to find this information on the library website.

Davis read a letter which detailed excellent customer service provided by one of the library staff members during a difficult patron interaction.

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

2nd Quarter Statistics Report:

Davis reported that the numbers are good compared to 2020, but that is also to be expected after a year that was so impacted by COVID.

In response to a question from Bice, Davis indicated that events haven't gotten back to the point that they were before, but we hope to start in-person events in September. The library is closely monitoring the COVID situation in case changes are required.

Motion by Jones second by Emmert to acknowledge the 2nd quarter statistics report as presented; no further discussion; motion carried unanimously.

2nd Quarter County Statistics Report:

Davis reported that due to a purge of expired accounts, the number of county records has decreased slightly.

Motion by Garrigan second by Emmert to acknowledge the 2nd quarter county statistics report as presented; no further discussion; motion carried unanimously.

Board Training Opportunities:

Davis reported that the state library is recommending two subsidized training sessions for library trustees – Short Takes for Trustees and the Trustee Academy. Board members were asked to use the link provided to register for the Trustee Academy if they are interested and to report all time spent training to Davis so that it can be tracked for accreditation.

Davis also recommended that the board start going through the Short Takes for Trustees during meetings. Bice asked for these to be scheduled toward the end of the meetings in the future.

Conflict of Interest Documents:

Davis indicated that Carla Cushman, from the city attorney's office, had provided information regarding conflict of interest and asked her to provide a letter, the city policy and the state statutes at a board meeting. Board members have already signed conflict of interest forms.

Motion by Emmert second by Tupa to acknowledge the conflict of interest documents as presented; no further discussion; motion carried unanimously.

POLICY COMMITTEE

Lending and Fees Policy:

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

Davis provided background on the changes to the policy by describing the merchandise which will be for sale, the items requiring sales tax, and the limitation of one mobile hotspot per library account. For the items that require sales tax, the library will be relying on city finance to provide guidance.

In response to a question from Tupa, Davis indicated that merchandise can be purchased from the checkout desk and a display has already gone up.

No further discussion; motion carried unanimously.

Fine Forgiveness Event:

Motion by Tupa, second by Garrigan to authorize a fine forgiveness and lost materials return event for September 2021 during Library Card Sign-up Month.

Davis reported that fine forgiveness is something that we have done in the past for a week or two at a time. This year, the library is recommending a full month to coincide with September's library card sign-up month. Overdue and lost fees will be forgiven if materials are returned and a donation of any like new material or item for charity will also count for up to \$25. The event will be promoted to communities that have the most to benefit from renewed access to their library accounts. Davis also indicated that donations may be made for other patrons even if someone doesn't have overdue or lost materials themselves.

Jones asked if this would include patrons that have already gone to collections and Davis replied that it would and that the library would waive collection fees as well.

No further discussion; motion carried unanimously.

Rapid City Indian Boarding School Lands Project (RCIBSL) Memorandum of Understanding:

Motion by Tupa, second by Emmert to approve a Memorandum of Understanding between the Rapid City Public Library and the Rapid City Indian Boarding School Lands project as presented.

Davis indicated that this agreement will have very little work impact for the library, but the community will benefit by having these materials on the library's website and available for research.

No further discussion; motion carried unanimously.

LIAISON REPORTS

City Council Liaison: In Darla Drew's absence, Davis indicated that the library's request for the bookmobile is on the working session for Wednesday for \$200,000. If it moves forward from there, it will go to city council on Monday night.
County Liaison: Lasseter indicated that they are also working on their budget and are meeting this Friday to discuss COVID funding.

Jones asked Davis if there had been a request to the county for bookmobile funding. Davis responded that there hadn't been a request and that the majority of the bookmobile's use will be in the city. Lasseter added that they are nearing the end of the decision process for COVID funding.

In response to a question from Lasseter, Davis indicated that the difference between a bookmobile and a pop-up library is that bookmobiles are less at the mercy of the weather and will give the library the flexibility to go to more locations.

Rapid City Library Foundation: Jones reported that the Foundation received \$25,000 from Black Hills Energy for the bookmobile. There has also been discussion on how to seek other major contributors and finding more foundation members.

Friends of the Library: Sean Minkel reported that the Friends of the Library are meeting next Thursday. Topics currently being discussed include the specialty book sale, annual sale, and membership/volunteering.

Davis shared the SD Library Association Conference coming up at the end of September is another option for board training. Board members were asked to let her know if they'd like to attend.

ADJOURN

Motion by Garrigan, second by Tupa to adjourn at 1:10 p.m.; no further discussion; motion carried unanimously.

UPCOMING DATES AND BOARD TRAINING OPPORTUNITIES

Library Card Sign-up Month	September 1-30, 2021
Board Meeting	September 13, 2021
SD Library Association Conference (Virtual)	September 29-30, 2021
Board Meeting	October 11, 2021