

Rapid City Public Library Board of Trustees
Board Meeting
Monday, September 13, 2021 12:00 p.m.

The regular meeting of the Rapid City Public Library Board of Trustees was held by conference call, and was called to order by Faye Bice on September 13, 2021 at 12:02 p.m.

Present by roll call: Faye Bice, Christine Jones, Emily Tupa, Darla Drew and Travis Lasseter. A quorum was present.

Absent: Jim Emmert and Mary Garrigan.

Additions or corrections to the agenda:

Motion by Christine Jones second by Emily Tupa to approve the agenda as published; no further discussion; upon a roll call vote being taken, the 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, August 9, 2021

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

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

In response to a question from Faye Bice, Terri Davis identified that the revenue report has been updated to include a new category for merchandise – items in this category include sales tax. Due to staff vacancies, total library expenditures are low for this time of year. The library is currently down 7 staff members, but we are reviewing applications for all of the vacant positions and have already started preliminary interviews.

Bice asked for an update on the open facilities position. Davis responded that she’s working with human resources to investigate part-time custodial staff at city hall working additional hours at the library. There are still details to work out regarding supervision, communication and coordination.

No further discussion; upon a roll call vote being taken, the motion carried unanimously.

ADMINISTRATIVE REPORTS

Director’s Report:

Davis reported that Hill City is joining the Black Hills Library Consortium which means that all four libraries in Pennington County will be part of the consortium. She encouraged board members to check out the Next 5 Books webform that was recommended by a staff member. For Summer Reading, library numbers were down from last year, but that was likely due to people looking for more to do during the pandemic and this year's numbers are still higher than pre-pandemic years. The library also did its first lunch & learn event since 2020.

In staff news, the library had one person put in their resignation and another complete their MLS. The library is also hosting a practicum student.

Jones said that she liked the Next 5 Books idea and asked if we had developed it and how it would be advertised. Davis responded that we're going to promote it using the normal methods and Sean Minkel added that the idea came from another library but seemed like a good fit for our services.

Darla Drew asked that Darrell Shoemaker be notified whenever items are promoted so that information can be easily shared with the city. Per Davis, Darrell and our public relations staff member already work closely together for promotions.

Motion by Drew second by Tupa to acknowledge the director's report as presented; no further discussion; upon a roll call vote being taken, the motion carried unanimously.

POLICY COMMITTEE

Hours of Operation Policy:

Motion by Tupa, second by Jones to authorize a temporary Sunday closure of the library due to Covid cases among staff and unfilled vacancies.

Davis provided background on the current library vacancies that are being advertised and said that two additional positions will need to be hired after that to bring us back to pre-COVID levels. Because of the vacancies, COVID impacts, and staff serving jury duty the library is not able to cover the existing hours. This will be a temporary change, but realistically could continue through October.

In response to a question from Drew, Davis replied that according to our entry statistics, Sunday is the slowest day and made more sense than closing in the middle of the week.

No further discussion; upon a roll call vote being taken, the motion carried unanimously.

Computer Use Policy:

Motion by Tupa, second by Drew to approve updates to the Computer Use Policy as presented.

Davis indicated that the recommended change has already been trialed in the library successfully and will provide computer access to visitors and those who would otherwise be unable to get library computer access.

No further discussion; upon a roll call vote being taken, the motion carried unanimously.

Policy Review:

Motion by Drew, second by Jones to acknowledge review of the News Media Policy as presented; no further discussion; upon a roll call vote being taken, the motion carried unanimously.

Service Agreements:

Motion by Tupa, second by Jones to approve service agreements with Communico and Patron Point as presented.

Terri indicated that these contracts are coming to the board as their cumulative cost over time would exceed what she can approve. The library has been using Communico for about 2 years and the current agreement with them is a one-year renewal.

The other contract is with Patron Point – a new service that will improve patron engagement, education, renewals and will automatically promote services that are relevant to individuals. The library will be focusing on a few of these features for initial implementation, before going live on the rest.

Drew asked for clarification and to know which of the features would be implemented first. Davis replied that the initial items for implementation would be the newsletter feature, the welcome email feature, and the notices feature. While we do some of this already, it expands on what we already do and makes it more user friendly.

Davis added that both of these systems merge very well with our existing library software.

Jones asked for clarification in regards to Communico and Patron Point. Davis explained that Communico is used to book meeting rooms and events and hosts the library's website. Patron Point will enhance our virtual presence and promotions. In response to a follow-up question from Jones, Davis added that Patron Point will have a place for patrons to register for accounts, but it's one of the features that won't be implemented immediately. There is already a way for patrons to register online, but it's not as streamlined as what will be available.

No further discussion; upon a roll call vote being taken, the motion carried unanimously.

LIAISON REPORTS

City Council Liaison: Drew reported that city council is working on the 2022 budget, there's ongoing discussion over COVID funds, that sales tax has been up, that they're working on a marijuana ordinance, and that the city is looking to add social workers to assist with some of the calls that police currently handle.

Davis added that there are also libraries that have social workers and mental health professionals on staff.

County Liaison: Lasseter reported that the county is also working on their budget, a marijuana ordinance, and expansion to the care campus. Regarding the marijuana ordinance, there are a lot of different ideas, but no clear answer yet.

Rapid City Library Foundation: Jones reported that she has recruited someone to work on the board who will hopefully come to a future meeting. The money requested from the city for the bookmobile is not a sure deal. Davis added that there is a letter of intent for \$50,000 from the Vucurevich Foundation. The Foundation is looking for new members, so please point anyone interested in serving towards the library.

Drew asked about the pop-up library and Davis replied that the response to the pop-up library has been phenomenal, but was often impacted by weather – something a bookmobile will improve upon.

Friends of the Library: Sean Minkel reported that the Friends of the Library are holding a sale this Friday and Saturday for rare/specialty books. Their annual sale is coming up in October.

TRAINING

Davis indicated that the SDLA conference is coming up on September 29 and 30. If any board members are interested in attending, please contact the library's business office and let Terri know which trainings you participate in.

The library board watched a Short Take, “What it means to be a trustee”, provided by United for Libraries by a South Dakota statewide membership.

After completing the training, Jones asked for registration information for the Trustee Academy and Davis said she would forward it.

ADJOURN

Motion by Drew, second by Tupa to adjourn at 1:06 p.m.; no further discussion; upon a roll call vote being taken, the motion carried unanimously.

UPCOMING DATES AND BOARD TRAINING OPPORTUNITIES

Library Card Sign-up Month	September 1-30, 2021
SD Library Association Conference (Virtual)	September 29-30, 2021
Board Meeting	October 11, 2021
Board Meeting	November 8, 2021

DRAFT