

Rapid City Public Library Board of Trustees
Board Meeting
Monday, October 11, 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 October 11, 2021 at 12:00 p.m.

Present by roll call: Faye Bice, Mary Garrigan, Jim Emmert, Christine Jones, and Emily Tupa. A quorum was present. Darla Drew and Travis Lasseter joined at 12:05 p.m.

Absent: None.

Additions or corrections to the agenda:

Motion by Emily Tupa, second by Jim Emmert to approve the agenda as published; no further discussion; upon a roll call vote being taken, the motion carried unanimously.

Introduction of Staff:

Jennifer Utter was introduced as the new liaison to the library from the city attorney's office.

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, September 13, 2021
Approve Financial Executive Summary, including Bill List (see attachment)

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

Travis Lasseter and Darla Drew joined the meeting at 12:05 p.m.

In response to a request from Faye Bice, Terri Davis provided an overview of the financial information. Revenue is up from last year with merchandise and printing revenue even exceeding pre-COVID levels. This increase is due to the ability to use credit cards for printing and the addition of new merchandise items for sale in the library. The library is starting to fill vacancies, but to date there haven't been many candidates for the senior librarian position and we are working on promoting this position whenever possible.

Bice asked about the open facilities position and whether the plan to work with city hall to share hours was investigated. Davis replied that due to scheduling issues involving weekend coverage, that plan was dropped.

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

ADMINISTRATIVE REPORTS

Director's Report:

Davis reported that the library is working with Benchmark Data Labs to complete a survey and conduct focus groups that will be used to develop the next strategic plan. We hope to get responses from both library users and non-users. Davis asked the board members to share the survey that was emailed out to them with others.

For staff training and development, Chris Pappas was promoted from a Library Associate I to Library Associate II – Training position; Carrie Bond was awarded a scholarship for the Elevate Leadership program; and Juliet Heltibridle was chosen as the statewide Support Staff of the Year.

A new compressor has been installed for the fire sprinkler system and we're working with vendors to locate and repair leaks in the system for long-term maintenance.

Jones asked whether the sprinkler issue was something that the library would be taking a look at in the coming years to see what future maintenance costs would be adding up to. Davis responded that maintenance and repair is something that will likely need an increase in the budget, but that we also use city resources for capital improvement projects like the air handlers and roofing.

Drew added that the lack of roofing crews and expense have held up some roofing repairs recently.

Garrigan asked for more information about the sprinkler system maintenance and whether we were worried about damages. Davis responded that it is an air leak in the covered garage area. Sean Minkel said that since the sprinkler system is outside and could be affected by the cold, air is used instead of water in that part of the system. There are likely a couple of pinhole leaks that will need to be fixed and the next step will be cutting some access panels in the covered garage area to find them.

Darla Drew asked if there was something we were doing to get more applicants as the rest of the city is struggling to fill positions as well. In response, Davis said that the best answer we have right now is that the timing for advertising was better.

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.

Fine/Overdue Amnesty Summary:

Davis reported that the fines/overdue amnesty response was successful and people were very magnanimous donating to waive fines for other people. There were approximately 190 lost materials that were written off and overdue fines were waived for materials as far back as 2012.

In response to questions from Emmert, Davis estimated that about 90% of people were donating on their own behalf and that she would be bringing back the ideas of library fines overall in December.

Garrigan asked about the status of the Wi-Fi hotspots waiting list and whether they were being returned. Davis responded that when hotspots aren't returned, they are deactivated. Ten more have been ordered to address the demand. Garrigan followed up by asking if there was any way to disincentivize keeping these and Davis responded that there is a large replacement cost and that the collections process is used when they're not returned.

Jones asked if there was a deposit for the mobile hotspots when patrons check them out. Davis responded that there is no deposit on hotspots or any other library equipment. The service may be re-examined if these issues aren't resolved by the next batch.

In response to a question from Bice, Davis replied that items are declared lost after 31 days and go to collections after that.

FINANCE COMMITTEE

2022 Budget:

Motion by Bice second by Tupa to approve the 2022 library budgets as presented.

Davis indicated that the city finance officer made some changes based on updated figures for workman's comp and insurance that amount to a \$5,200 decrease to the city budget.

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

POLICY COMMITTEE

Bylaws and Board Rules:

Motion by Tupa, second by Garrigan to revise the Library Board Bylaws and Rules as outlined.

Davis said that the change was initiated as a result of last month's training video mentioning the need for an indemnification clause in the board bylaws. Per the city attorney, the library board is already covered by state law. However, further review of the Bylaws indicated that there was a contradiction in item seven. As the director already works with the city, human resources, and within the union contract for hiring, the recommendation is to remove the contradictory section.

In response to a comment from Tupa, Carla Cushman indicated that while the board could still be sued, the city would handle their defense if that were to occur.

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

LIAISON REPORTS

City Council Liaison: Drew reported that the city is working towards a budget resolution, and said that the city had passed \$15 million to the fire department for a new station and other supplemental funds were used for new radios and a police precinct.

Drew added that she is involved with Backroom Productions and they will be focusing on local authors events and would like to involve the library in some way. Davis replied that more local author events long been on her wish list and this is something we'd definitely like to investigate.

County Liaison: Lasseter reported that they'd passed their budget and they're working on marijuana planning and zoning. There was discussion between Drew and Lasseter regarding how the city and county have been working through issues with medical marijuana.

Davis added that signs around the building will be updated to refer to smoking and not just mention tobacco.

Rapid City Library Foundation: Jones reported that there may be funding coming in from the Black Hills Community Foundation, the Vucurevich Foundation, and other sources for the bookmobile. Combined with the vacancy savings, they should be in good shape when it is time to place an order. Black Hills Energy has offered to review the specifications for the bookmobile in addition to the donation they've already made. Jones asked the group to notify her or Terri if they knew of anyone interested in joining the Library Foundation.

Davis added that the Foundation has submitted a letter of intent to the Vucurevich Foundation and the next step is a full proposal due at the end of this month which we should hear back on at the end of 2021.

Friends of the Library: Sean Minkel reported that the Friends of the Library annual sale was completed last week and had sales similar to the rare book sale last month.

TRAINING

Motion by Jones, second by Tupa to continue the scheduled training to next month; no further discussion; upon a roll call vote being taken, the motion carried unanimously.

EXECUTIVE SESSION

Motion by Drew, second by Garrigan to enter executive session at 12:51 p.m. for the purposes of staff performance review pursuant to SDCL 1-25-2(1); no further discussion; upon a roll call vote being taken, the motion carried unanimously.

Motion by Garrigan, second by Emmert to leave executive session at 1:20 p.m. No actions were taken as a result of the executive session.

ADJOURN

Motion by Jones, second by Tupa to adjourn at 1:22 p.m.; no further discussion; upon a roll call vote being taken, the motion carried unanimously.

UPCOMING DATES AND BOARD TRAINING OPPORTUNITIES

Board Meeting
Board Meeting

November 8, 2021
December 13, 2021