

Rapid City Public Library Board of Trustees
Board Meeting
Monday, November 8, 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 November 8, 2021 at 12:03 p.m.

Present by roll call: Faye Bice, Mary Garrigan, Christine Jones, and Emily Tupa. A quorum was present. Darla Drew joined the meeting at 12:09 p.m.

Absent: Jim Emmert and Travis Lasseter.

Additions or corrections to the agenda:

Motion by Mary Garrigan, second by Christine Jones to approve the agenda as published; no further discussion; upon a roll call vote being taken, the motion carried unanimously.

Introduction of Staff:

Adrian Ludens introduced himself as a new Library Associate I with a background in radio and retail and was welcomed by the group.

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, October 11, 2021

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

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

Faye Bice asked for an overview of the financial summary. Terri Davis indicated that revenue is up compared to last year, which is not surprising given the pandemic. Year to date expenditures are about 10% below the benchmark and there is action on the board agenda to reallocate these unexpended resources which would put the budget on par for the year. For vacancies, the library has a new Library Associate I starting next week and a Library Associate II starting in December. We are still seeking applicants for the custodial maintenance, Library Associate II-Events, and supervisory positions.

Darla Drew joined the meeting in progress at 12:09 p.m.

In response to questions from Christine Jones and Emily Tupa, Davis replied that the custodial maintenance vacancy is a 30-hour position with prorated benefits, that filling vacant positions is currently difficult everywhere, and that the city sets the rates of pay. Darla Drew added that the city is reviewing union and non-union pay scales.

Garrigan asked if it would be possible to hire someone from the cleaning service the library uses directly, but Davis replied that those individuals have not expressed an interest in that role.

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

ADMINISTRATIVE REPORTS

Director's Report:

Davis reported that Hill City has decided to join the Black Hills Library Consortium with a go live in early December. The library has launched a new catalog which is more user friendly, recommends titles, and provides other interactions that will drive use of the collection. Adrian Ludens and Marcella Lees are the two newest staff members. The library reopened on Sundays starting on November 7th. Looking ahead, the replacement of the library's entryway may require a closure of up to one week which it's hoped will coincide with carpet replacement in the back room. While closed, services will be provided through the drive-thru. Lastly, as part of the strategic planning process, the library received 702 survey responses. The next step will involve focus groups working through a needs assessment.

In response to a question from Drew, Davis explained how the drive through can be used to pick up holds, print documents and assist patrons while the library is closed for the entryway project. Davis also indicated that we're in communication with the vendor to provide as much lead time as possible for the closure. Sean Minkel added that he's explained the requirements for closing the library to the vendor and that they are currently waiting on delivery of parts to determine the timing.

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

3rd Quarter Statistics Reports & Strategic Planning Update:

Motion by Jones second by Garrigan to acknowledge the 3rd quarter statistics reports and strategic planning update as presented.

For the 3rd quarter reports, Davis said that one of the only statistics down compared to last year is drive-thru use and it's still about twice what it was prior to COVID. Demand for notary services have also increased to a large extent. From the county graphs, it's clear that county library use is recovering from the impacts of COVID.

For the Strategic Plan Update, the progress has been made on the bookmobile, enhancements to the library website and catalog, and staff training. In addition to hiring a Library Associate II responsible for training, another spring training day for staff and area librarians is planned. Library Foundation funds for the bookmobile need to be transferred to the city before an order can be processed and the latest quote for the bookmobile came back higher than expected. Consequently, Davis is waiting on vendors for updated information.

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

January 2022 Board Date:

Bice provided background on why the board needs to set a date for the January meeting and asked for recommendations from Davis. Davis indicated that according to city finance, January 19th, 2022 is the first day the board can meet next year in order to pay bills the following day. The January meeting is usually brief and regular meeting dates will resume the following month.

Motion by Garrigan, second by Drew to set the date for the January 2022 board meeting to January 19th; no further discussion; upon a roll call vote being taken, the motion carried unanimously.

FINANCE COMMITTEE

Re-allocation of 2021 City Budget Funds:

Motion by Bice, second by Tupa to approve re-allocation of \$225,000 from unexpended salary and benefits line items to line item 436000, Machinery and Automated Equipment for purchase of a bookmobile.

For background, Davis said that after initially requesting up to \$300,000 from the city, it became clear that the library had significant vacancy savings. Using these funds is more fiscally responsible than requesting additional money from the city. The budget has been reviewed multiple times to ensure there is adequate money to transfer these funds and still have a cushion for other library expenditures. Due to issues already noted with the purchase, it's also possible that there will be another board action required to carry these funds over to 2022.

In response to Jones, Davis indicated that we typically don't operate with a significant cushion. This year has been different due to the increased vacancy savings.

Garrigan asked for clarification on payment of the bookmobile. Per Davis, the city does not pay for things before they're delivered. As bookmobiles can take around a year to deliver from the time they are ordered, she has been in communication with the vendors who will accept payment upon delivery.

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

POLICY COMMITTEE

PCI Compliance Policy:

Motion by Tupa, second by Jones to approve updates to the PCI Compliance Policy as presented.

Minkel indicated that the PCI Compliance Policy is required in order for the library to take credit card payments and ensures that the procedures followed protect cardholder information. The updates to the policy were made to assign responsibilities to the assistant director from a position that no longer exists. The policy was also reviewed by City IT. Davis added that IT is involved with this policy because they are the ones that ensure secure connections for the credit card machines.

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

2022 Hours of Operation:

Motion by Tupa, second by Garrigan to approve the 2022 hours of operation, as amended by consensus to include closure on Christmas Eve.

Minkel said that the 2022 Hours of Operation follow the same pattern as determined in previous years with the main differences occurring when observed holidays fall on different days of the week.

Davis added that in 2022, December 24th falls on a Saturday and asked if closing on that day would be preferable since the library would be open for a shorter amount of time already. Normally, the library closes at 3:00 on Christmas Eve. Davis also added that the closure on April 25th is due to annual staff training.

Tupa and Garrigan supported closing on Saturday the 24th and said it would provide more time for staff to travel for the holiday.

In response to a question from Jones, Davis said that the library doesn't follow the same holiday schedule as the city because they have different days off than the library and that this is defined in the union contract. The library is also open every day of the week while some city offices are only open Monday-Friday.

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 in union negotiations, that council allocated \$15 million to rebuild and update Fire Station 1, and that Journey On was hired to assist the city and ensure the safety of people living near Rapid Creek. Behavior Management and Volunteers of America will also be involved. Lastly, she said that support may be needed for a resolution on clean water that was signed by the council last year.

County Liaison: No report provided.

Rapid City Library Foundation: Jones reported that a new board member was brought on and discussions about the bookmobile have been ongoing. Davis added that because the Foundation has their endowment invested in the Black Hills Area Community Foundation, they cannot directly use those funds, but instead take a disbursement annually. A few years ago, the Foundation chose not to take the full disbursement and as a result they were able to retroactively acquire an additional \$20,000 for the bookmobile. They are also looking at more flexible investment options for the future.

Friends of the Library: Sean Minkel reported that the Friends of the Library next monthly meeting is scheduled for November 18 and they are working on next year's officers, the 2022 budget and ways to encourage more active participation in the group.

TRAINING

The library board watched a Short Take, "Board Meetings", provided by United for Libraries through a South Dakota statewide membership.

Davis indicated that she would track the training time everyone has put in as it is important for the library's accreditation.

ADJOURN

Motion by Drew, second by Tupa to adjourn at 1:14 p.m.; no further discussion; upon a roll call vote being taken, the motion carried unanimously.

UPCOMING DATES AND BOARD TRAINING OPPORTUNITIES

Board Meeting	December 13, 2021
Board Meeting	January 19, 2022 (tentative)