

Rapid City Public Library Board of Trustees
Board Meeting
Monday, February 14, 2022 12:00 p.m.

The regular meeting of the Rapid City Public Library Board of Trustees was held by video conference call, and was called to order by Faye Bice on February 14, 2022 at 12:00 p.m.

Present by roll call: Faye Bice, Mary Garrigan, Jim Emmert, Christine Jones, and Travis Lasseter. A quorum was present. Emily Tupa and Darla Drew joined the meeting in progress.

Absent: None.

Additions or corrections to the agenda:

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

Emily Tupa joined at 12:01 p.m.

Public Comment:

Callie Tysdal of Benchmark Data Labs presented an overview of the library needs assessment in preparation for the library's upcoming strategic planning including how information was gathered, the findings, and the recommendations moving forward.

Darla Drew joined the meeting at 12:03 p.m.

Emmert asked Callie if the needs assessment was compared to other libraries. Callie responded that this was her first library needs assessment, but Terri Davis provided her with some comparative data that could be shared with the board.

In response to one of the recommendations from the needs assessment, Mary Garrigan asked how interests for automated texts or emails are identified. Davis replied that an email list would be sent out to patrons currently getting communications from the library and the responses would allow for adjustments moving forward.

Davis added that this was the most comprehensive information she's ever received for strategic planning and it will help as we move forward. There are even some things in the needs assessment that the library is already working on, so it's nice to get that confirmation.

Bice agreed that this was really good information for the strategic plan and thanked Callie for her work.

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, January 19, 2022

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

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

Davis reported that the library has expended 8% of the budget and the benchmark is 8.3% at this time of the year. There was also a decrease of \$700 in fines which reflects the first month of no overdue fines being collected in 2022.

Jones asked if fines were included in the 2022 budget as projected income and whether this would create a discrepancy. Davis replied that fines are deposited into the board funds account which has a larger balance than is budgeted. There may be less coming in due to overdue fines, but the makerspace and merchandise could also make up for some of the lost fines' revenue.

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

ADMINISTRATIVE REPORTS

Director's Report:

Davis reported that she requested COVID test kits from the Department of Health and the library received 17,000 of them last week – nearly 3,000 of which have already been distributed. In response to a question from Garrigan, each car coming through the drive-thru can pick up 4 tests.

Davis highlighted the promotions of Juliet Heltibridle to a Library Coordinator, Krista Licht to Library Associate II and Jennifer Michaelson to Admin II. There have also been some changes to job descriptions which included Brent Schultz's position being changed to Graphic Design Specialist and the creation of a Creative Media Specialist position.

Unique Management Services (UMS) increased the fee for each account going to collections by \$0.30, but Davis recommended that the fee to patrons not be increased at this time. Bice indicated her agreement and said that an increase could be pursued in the future when UMS adjusts fees again.

2021 Statistics Summary:

Davis reported that new borrowers increased by 31% while existing borrowers decreased by 13% due to a patron purge and clearing accounts from when children's fines were waived in 2019. Drive-thru use is down compared to 2020, but still much higher than in previous years. Other numbers are also up, which is to be expected after a year like 2020.

2021 County Statistics Summary:

Davis reported that the county statistics are comparable to previous reports. The difference in county users is also due to purging patron records and the removal of children's accounts that have been cleared of fines.

Motion by Emmert second by Emily Tupa to acknowledge the director's report, the 2021 Statistics Summary and the 2021 County Statistics as presented; no further discussion; upon a roll call vote being taken, the motion carried unanimously.

POLICY COMMITTEE

Registration Policy:

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

Davis summarized the recommended changes by saying that the library currently has non-Pennington County and online accounts which are prohibited from using eBooks through our vendor. Some of the non-Pennington County users are also mail stop addresses which are using the library's resources without providing financial support to the community.

This reduces services for those who are living here and supporting the city's services. In order to adhere to the contract, it is recommended that non-resident accounts be restricted from using digital resources, but may continue to use physical items. People that legitimately own property in Pennington County would continue to have full access to all library resources.

One additional change would require authorized users to have an account in good standing. This will match what is currently in place for guarantors of minors.

Garrigan asked if this would lead to less wait time for downloadable materials and if there will be a large impact to non-Pennington County users. Davis replied that wait times may improve, but it will also be a benefit for some materials that are licensed to only be used a specific number of times. In 2021, there were only 58 non-Pennington County users for online resources.

Darla Drew said this has been a long time coming and thanked the library for getting this done.

Bice said that there have been vocal members of the public who have approached the board wanting more access in the past, so there may be some push back from this change. However, this is a reasonable thing to make sure that we abide by our contract.

Davis added that based upon how much a patron has paid for their current library account, we may negotiate a refund.

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

Reciprocal Borrowing Agreement:

Motion by Tupa, second by Garrigan to approve the Memorandum of Agreement with the other three Pennington County libraries for an unlimited time period, with a 60-day termination clause.

Davis explained that reciprocal borrowing is a convenience for patrons and requires less staff involvement than interlibrary loan. An informal agreement for reciprocal borrowing has existed with Wall since 2018, which was later extended to Sturgis to serve the patrons on Ellsworth Air Force Base. The impact of these agreements has been minimal. The directors of the other county libraries are also in favor of this.

Bice said this will help with the need for accessibility as noted in the needs assessment presented by Benchmark.

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

Collection Development Policy:

Motion by Tupa, second by Emmert to approve updates to the Collection Development Policy as presented.

Davis indicated that the change to this policy was to add a statement of concern form that had been inadvertently removed in the past. The form is based on a template provided by the American Library Association and gives the library enough information to understand who is challenging something and why they are challenging it before responding.

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

LIAISON REPORTS

City Council Liaison: Drew reported that the Human Relations Commission is looking for people to come talk and she may invite Davis or Sean Minkel to come speak. Malcom Chapman also resigned from this group and they are looking for a new director. As Darla is pursuing other opportunities, a new city council liaison will be starting with the library board in July. From March 7 to May 10, the Radiatrics Bin will be at the library as a collection point.

County Liaison: Lasseter reported that the county is starting its budget process and reviewing plans for new housing developments.

Rapid City Library Foundation: Jones deferred to Davis. Davis indicated that the Foundation is waiting on a response from one vendor before deciding on the bookmobile. No matter who the vendor is, delivery is currently out to two years. The Foundation is also looking into whether money may be saved by purchasing a chassis and cab separately.

Friends of the Library: Minkel reported that there was nothing new to report from the Friends of the Library.

Darla Drew and Travis Lasseter left the meeting at 1:15 p.m.

TRAINING

The library board viewed a Short Take for Trustees on 'Board Ethics' that is provided by the American Library Association.

Davis encouraged the board members to attend the upcoming Black Hills Librarian's Mini-conference on April 25 to assist with required continuing education for library accreditation.

ADJOURN

Motion by Jones, second by Emmert to adjourn at 1:25 p.m.; no further discussion; upon a roll call vote being taken, the motion carried unanimously.

UPCOMING DATES AND BOARD TRAINING OPPORTUNITIES

Board Meeting	March 14, 2022
Board Meeting	April 11, 2022
Black Hills Librarians' Mini-Conference	April 25, 2022