

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

The regular meeting of the Rapid City Public Library Board of Trustees was called to order by Faye Bice on March 14, 2022 at 12:03 p.m.

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

Absent: Mary Garrigan and Darla Drew.

**Additions or corrections to the agenda:**

Faye Bice notified the board that the election of officers needs to be added to the agenda.

Motion by Emmert, second by Jones to approve the agenda with the addition of election of officers; no further discussion; motion carried unanimously.

**Introduction of Staff:** None.

**Public Comment:** None.

Lasseter joined the meeting at 12:05 p.m.

**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, February 14, 2022

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

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

Sean Minkel reported the library has expended about 15% of the budget thus far with the benchmark being 16.7%. Revenue is down, but this is expected with the elimination of overdue fines in January. In answer to a question from Bice, revenue will likely be down for the foreseeable future, but it makes up only a small part of the budget.

No further discussion; motion carried unanimously.

**ADMINISTRATIVE REPORTS**

Director’s Report:

Minkel reported that we’ve had two new staff members join the library since the last board meeting. Hailey Hall has started as a Library Associate I and Claire Reiter is starting as a new Page. There are still seven vacancies left to fill, but they are being advertised. The library has received instructions from city finance on preparation for the 2023 budget and a proposed budget will be brought to the board in April. Data from the strategic planning surveys and discussions is

being reviewed. The library plans to bring a draft Strategic Plan, Mission, Vision and Values back to the board in May. Lastly, Hot Springs is considering joining the Black Hills Library Consortium and out of county patrons were notified of the changes to online services per updates to the registration policy.

Minkel also shared copies of the Rapid City Public Library Annual Report. The report is a snapshot of the highlights and statistics from 2021 put together by library staff. Jones asked that the staff responsible to thanked for putting together such a well-designed report.

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

Annual Report to the State Library:

Minkel provided a copy of the Annual Report to the State Library to the board members. The report was completed with the help of library supervisors and staff, and approved by the director for submission. It needs to be acknowledged before it can be submitted to the state.

Motion by Emmert, second by Tupa to acknowledge the Annual Report to the State Library; no further discussion; motion carried unanimously.

#### **FINANCE COMMITTEE**

Supplemental Appropriation:

Motion by Bice, second by Jones to approve a supplemental appropriation to the Library's 2022 County (Rural) budget of \$76,817, and a supplemental appropriation of \$9,107 to the Library Board Budget, with allocation of those funds as outlined.

Minkel indicated that this action is required in order for Terri Davis to work with finance to transfer these funds into the appropriate line items. In answer to a question from Bice, the majority of the transfer is budgeted for the bookmobile.

No further discussion; motion carried unanimously.

#### **POLICY COMMITTEE**

Library Board Bylaws and Rules:

Motion by Tupa, second by Emmert to approve revisions to the Library Board Bylaws and Rules as presented.

Minkel summarized the changes to the bylaws and rules. The annual meeting and officer election will be moved to March in order to provide adequate time for newly appointed board members to acclimate. There is also clarification on the existing practices for appointment of a city council member and the boards approval of board dates if a regular meeting falls on a holiday.

In answer to follow-up questions from Jones, Minkel explained that the change from six to five board members in the first section of the bylaws is not a change that resulted in a different number of total board members. Rather, the 6<sup>th</sup> board member is appointed by council leadership and the others are appointed by the mayor. Additionally, the member appointed by Pennington County is also defined later in the bylaws.

No further discussion; motion carried unanimously.

Security Request for Proposals:

Motion by Tupa, second by Emmert to authorize issuing a Request for Proposals (RFP) for library security services.

Minkel explained that the contract with Securitas to provide security services was initially set to expire in 2020 with the option for 2 one-year renewals. As we have already opted to renew twice, it is now time to seek proposals for this service. Security continues to be viewed positively by the public and provide valuable assistance to library staff dealing with difficult patron interactions.

In response to a question from Tupa, Minkel said that we've been generally pleased with Securitas but it is still time for a new RFP and there is no guarantee that they will win the contract. Selection will be based on cost and other factors defined in the RFP.

No further discussion; motion carried unanimously.

Election of Officers:

Discussion was held regarding who was willing to be an officer. Bice, Tupa, and Jones indicated that they were willing to continue, but Bice notified the group that she was term limited to the end of this year.

Motion by Emmert, second by Tupa to continue with current officer positions. No further discussion; motion carried unanimously.

Conflict of Interest Forms:

Bice told the board that the conflict of interest forms should be filled out before leaving and given to Minkel.

#### **LIAISON REPORTS**

City Council Liaison: None.

County Liaison: Lasseter reported on budget hearings, property values increasing and the impact to property taxes.

Rapid City Library Foundation: Jones reported that there's enough funding for the bookmobile. They are looking for new projects to fund. Upgrading landscaping and hiring a planner for the second floor Youth Services area are future project priorities. Minkel added that the bookmobile options are still being reviewed, but the option of using a bus chassis has been eliminated as it would be too big for the library garage.

Friends of the Library: Minkel reported that the Friends of the Library's next meeting is on March 17. They will be reviewing a new contract with Thrift.com, their operations continue to go well, and they are still working on ways to engage their membership.

#### **TRAINING**

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

Bice reminded the board members that the upcoming Black Hills Librarian's Conference on April 25 is a good opportunity for in-person training that's required for the library's continued accreditation. In response to a question from Emmert, Minkel said that a schedule would be sent out so they could decide to come during certain times if their availability is limited.

#### **ADJOURN**

Motion by Emmert, second by Tupa to adjourn at 12:54 p.m.; no further discussion; motion carried unanimously.

**UPCOMING DATES AND BOARD TRAINING OPPORTUNITIES**

Board Meeting	April 11, 2022
Black Hills Library Conference	April 25, 2022
Board Meeting	May 9, 2022

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