

Rapid City Public Library Board of Trustees
Board Meeting
Monday, April 11, 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 April 11, 2022 at 12:02 p.m.

Present by roll call: Faye Bice, Jim Emmert, Mary Garrigan, Emily Tupa, and Travis Lasseter. A quorum was present. Darla Drew joined the meeting in progress at 12:08 p.m.

Absent: Christine Jones.

Additions or corrections to the agenda:

Motion by Mary Garrigan, second by Jim Emmert to approve the agenda as published; no further discussion; motion carried unanimously.

Introduction of Staff: Hailey Hall introduced herself as one of the newest Library Associates at the library. Her prior experience in libraries was working at Black Hills State University.

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, March 14, 2022

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

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

Davis reported on the anticipated decrease in revenue, but stated that it is down less than expected despite the change to overdue fines and out-of-county account registrations. Out-of-county registrations are actually higher than they were last month, but this may not continue. Expenditures are right where they should be for this time of year.

Garrigan asked for clarification on Fines, Lost & Damaged. Davis indicated that while patrons are not required to pay overdue fines, they do pay for lost or damaged items.

No further discussion; motion carried unanimously.

Darla Drew arrived.

ADMINISTRATIVE REPORTS

Director’s Report:

Davis reported that the library is scheduled to get new phones this week. As there may be sporadic connectivity issues with this change, we will be encouraging patrons to text or use online chat if they can’t get through on a phone line. The

board members were encouraged to listen to the 1972 Flood Podcast series coming out every 3 weeks until the 50th anniversary of the flood. Two new staff members have joined the library – Deirdre Knell and Baylee Schultz. There are still several positions actively being advertised and some possibilities for internal promotions.

Bice asked about COVID mask use at the library and Davis responded that while we're currently asking staff to wear masks if the person they're helping is wearing a mask, the numbers in the county continue to drop. Depending upon how that progresses, the next step will be only wearing a mask if the person you're helping requests it.

Garrigan asked if we would be doing a banned book display. Davis said that while we've done these in the past, they can be misunderstood from the patron's point of view. In response to a follow-up question from Tupa, the library hasn't had any additional book challenges since the last one and a recent poll also showed that over 70% of Americans are in favor of freedom to read.

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

Committee Appointments:

After discussion on the current roles, the following committee appointments were made:

Policy Committee Chair: Emily Tupa

Finance Committee Chair: Faye Bice

Building Committee Chair: Mary Garrigan

Building Committee Vice-Chair: Jim Emmert

FINANCE COMMITTEE

2023 Budget Memo:

Motion by Bice, second by Darla Drew to approve the 2023 City, County, and Board Fund budgets as proposed.

Davis gave an overview of the budget process and said that what is being presented today will likely come back to the board for final approval later this year. Union negotiations are still taking place, so there aren't final numbers for salaries and wages. The bookmobile money is not budgeted because it has already been raised, and will be supplemented into the budget by an accounting process. In response to questions from Drew and Bice, Davis indicated that the library has already included gas, insurance, and staff coverage for the bookmobile into the budget and that the bookmobile funding was raised in 2021.

No further discussion; motion carried unanimously.

POLICY COMMITTEE

Security Services Recommendation:

Motion by Tupa, second by Drew to approve the proposal from Securitas for security services and proceed with contract negotiations.

In response to a request from Bice, Sean Minkel said that the library received two responses to its Request for Proposals. Of the two, the Securitas proposal was more comprehensive and came back about \$10,000 a year less expensive. Securitas has generally been responsive to requests for change and have addressed issues as they have arisen.

Bice asked if Securitas has been having trouble filling vacancies. Davis responded by saying that Securitas has one person assigned here full time and they are working on filling the other position. They have had a few people go through the hiring process only to leave before their first day. Nonetheless, Securitas has had other guards cover whenever there is an absence.

Drew commented that she has seen some comments about people not feeling safe in the library with their children. Davis said that starting last week, we began putting together a group of staff to review the behavior policy and our responses to incidents to determine if there were positive changes that could be made. Unfortunately, negative incidents are the ones that people remember. Journey On has been helpful in responding to situations at the library; they are a non-profit that the city has contracted with to help deal with homelessness, transportation and getting people to the resources they need. They have been wonderful to work with, as they've both modeled positive interactions and provided staff training.

In response to a question from Lasseter, Davis indicated that the cost for security is going up about \$3/hour from where it was when we started with Securitas four years ago.

No further discussion; motion carried unanimously.

Davis indicated that we will work with Securitas to negotiate a contract and bring it back to the board in May.

LIAISON REPORTS

City Council Liaison: Drew reported that the city is dealing with inflation and considering pay increases to address employee retention. Fortunately, tax revenue looks like it will cover this. The Block 5 project downtown is moving forward. The new building will have underground parking, shopping, a hotel, and apartments. The city council is working to remedy the homeless situation with services like One Heart Care Campus, Journey On, etc. Collectively, the downtown businesses are also looking to put together some funding for Journey On.

Drew indicated that she would be leaving the City Council in July after three terms.

County Liaison: Lasseter reported that the County is also trying to figure out how to get ahead of inflationary rate issues, pay, and issues with homelessness. They are getting ready to go through the equalization process, upcoming renovations to the jail, and a commercial development on Highway 79 indicates that growth is also happening in the county.

Rapid City Library Foundation: Davis reported that there is a call this Thursday to speak with one of the bookmobile vendors and we're reviewing another proposal. Unfortunately, Foundation Board member Terri Whiting passed away.

Friends of the Library: Sean Minkel reported that the Friends of the Library approved a new agreement with their bookseller and their next meeting is on April 21, 2022. They continue to do well.

TRAINING

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

Davis reminded the board that the Black Hills Conference is scheduled for April 25 and to let her know if they are interested in coming. We currently have 71 people registered.

ADJOURN

Motion by Garrigan, second by Tupa to adjourn at 1:07 p.m.; no further discussion; motion carried unanimously.

UPCOMING DATES AND BOARD TRAINING OPPORTUNITIES

Black Hills Library Conference

April 25, 2022

Board Meeting

May 9, 2022

Board Meeting

June 13, 2022

DRAFT