

**Rapid City Public Library Board of Trustees**  
**Board Meeting**  
**Monday, May 9, 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 May 9, 2022 at 12:00 p.m.

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

Absent: Travis Lasseter.

**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:** Baylee Schultz introduced herself as the new Events & Teen Services Library Associate II at the library. She previously worked at Deadwood Public Library.

Deirdre Knell introduced herself as the new Creative Media Specialist. Terri Davis added that this is a reconfigured position for the library and Deirdre focuses on social media.

Emily Tupa arrived at 12:03 p.m.

**Public Comment:**

Suspension Appeal:

Davis read a suspension appeal as submitted by a patron and informed the board of the events leading up to the current two-year suspension.

In response to questions from Darla Drew, Garrigan, and Christine Jones, Davis indicated that this patron's incidents had also involved disruption. Journey On assists several times a week and they wear recognizable green shirts. Police also continue to do patrols in and around the library.

Motion by Drew, second by Emmert to uphold the suspension; no further discussion; motion carried unanimously.

**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, April 11, 2022

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

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

Davis reported that revenue is down but the rate of decrease is flattening out, non-resident cards are also higher than anticipated after changes to online access, and that expenditures indicate a higher cost of doing business that is affecting everyone.

No further discussion; motion carried unanimously.

### **ADMINISTRATIVE REPORTS**

#### **Director's Report:**

Davis thanked the board members who were able to come to the Black Hills Librarians' Mini-Conference. Emily Tupa asked what the overall conference feedback had been. The feedback has been positive, people want this type of training again, but the unpredictable weather did result in a few attendees not being able to make it.

The library has promoted Brady Jones to a Library Associate II position and one of the pages has resigned.

In response to a question from Bice, Davis indicated that Hot Springs is still considering joining the consortium, and they also hired a new director.

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

#### **1<sup>st</sup> Quarter Statistics:**

Davis reported that the decrease in total borrowers is due to patron accounts with long overdue materials being maintained in a non-statistical category. Drive-thru use is down, but still much higher than it was pre-COVID.

Bice asked if more people were interested in coming to events now that COVID is on the decline. Davis replied in the affirmative and Baylee Schulz confirmed.

#### **County 1<sup>st</sup> Quarter Statistics:**

Davis reported that the County Statistics continue to be consistent from prior reports, but checkouts are trending upwards.

Motion by Jones second by Garrigan to acknowledge the 1<sup>st</sup> Quarter Statistics and County 1<sup>st</sup> Quarter Statistics reports; no further discussion; motion carried unanimously.

#### **Library Board Training:**

Davis said that in order for the library to meet requirements for accreditation, each board member needs to commit to up to two hours of training in addition to continuing the Short Takes for Trustees each meeting. The board currently has about 28 hours, but will need 45 by late August. A link to the Trustee Training Academy will be sent to the board members for more training options.

Jones asked if training in the Makerspace could be used and Davis replied that training will be planned for after the board meeting in June.

Garrigan asked if reading a book about library services could count as training and Davis asked her to send the citation for review.

## **FINANCE COMMITTEE**

Authorization to Order Bookmobile:

Motion by Bice, second by Jones to authorize the Library Director to begin the process to order a Freightliner M2 bookmobile with hybrid driveline system from TechOps Specialty Vehicles.

Per Davis, the chosen bookmobile is based on review of the available options and feedback from the Black Hills Energy Fleet Manager. The Library Foundation will pay for the chassis and hybrid drive and the box build will be paid for by the library from funds already designated.

In response to a question from Garrigan, it will be a hybrid vehicle running on diesel and battery power. This is the best option for us at this point. When parked, power will be provided by batteries and the engine will only be needed if the batteries get low.

In response to a question from Bice, Davis said that the library is purchasing through a cooperative government source so no bid process is required. If the motion is approved, Davis will work with Freightliner and bring back an agreement from TechOps in June.

No further discussion; motion carried unanimously.

## **POLICY COMMITTEE**

Unattended Children Policy:

Motion by Tupa, second by Emmert to approve updates to the Unattended Children policy as presented.

Sean Minkel indicated that the change to this policy relaxes the age requirement for a child's caregiver from over 16 to over 14 years of age. No issues have been noted with caregivers in the past, but this change will make it easier for young patrons to use the library. Caregivers are required to supervise children at all times.

No further discussion; motion carried unanimously.

Security Services Recommendation:

Motion by Tupa, second by Garrigan to approve the contract with Securitas Security Services USA, Inc.

Minkel provided an overview of the proposal request and review process, and that Securitas had a lower cost and has generally provided good services.

In response to questions from Garrigan, the cost for security was about \$21/hour previously and Securitas has verbally indicated that the increases would result in higher wages for their staff at the library.

No further discussion; motion carried unanimously.

## **LIAISON REPORTS**

City Council Liaison: Drew reported that Journey On has saved 1,800 calls to police since the program started. There is early voting is going on right now, and there have been some changes in voting locations. Lastly, she provided an overview of the Writer's Block project that she's involved with and invited board members to attend a reading.

Jones asked if the library can reference the Writer's Block project on Facebook. Per Davis, we consistently use social networking to promote library events. Anything else would depend on how it relates to the library. Per Drew, the Writer's Block project is not affiliated with the library.

County Liaison: No report provided.

Rapid City Library Foundation: Davis reported that they discussed the bookmobile and a \$250,000 bequest designated for materials at the last meeting. This bequest may be used for things like self-service kiosks or video-streaming collections in the future.

Jones asked what percent of eBooks the library owns are classified as romance. Per Davis, the library has a patron-driven collection and it may not be possible to narrow it down since romance is broken up into multiple categories that overlap with other genres.

Friends of the Library: Sean Minkel that the Friends of the Library are doing well. They are advertising for book donations and library staff provided an overview of book clubs and board games at their last meeting.

#### **TRAINING**

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

#### **ADJOURN**

Motion by Drew, second by Tupa to adjourn at 1:06 p.m.; no further discussion; motion carried unanimously.

#### **UPCOMING DATES AND BOARD TRAINING OPPORTUNITIES**

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| Board Meeting | June 13, 2022 |
| Board Meeting | July 11, 2022 |