



DOWNTOWN LIBRARY
610 QUINCY ST. | RAPID CITY, SD 57701 | 605.394.6139

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Date: June 13, 2022
To: Rapid City Public Library Board
From: Emily Tupa, Policy Committee Chair
Re: Meeting and Study Room Policy

Date: June 8, 2022
To: Emily Tupa, Policy Committee Chair
From: Sean Minkel, Assistant Library Director
Re: Meeting and Study Room Policy

Motion: Move to approve updates to the Meeting and Study Room Policy as presented.

Background: The Meeting and Study Room policy defines the primary purpose, availability, and guidelines concerning the use of the library's meeting and study rooms.

The first significant change to the policy clarifies that meetings before the library's regular hours can be requested, but not after closing. This is due to availability of library staff typically being in the mornings, but not at night. If the library was to allow meeting room use after hours, it would require scheduling changes that would divert staffing hours away from the busier times of the day and could also result in overtime expenses.

The last major change separates the meeting and study room guidelines from the rights of the library and a statement concerning library endorsement. This change is recommended to indicate that failing to follow any of the guidelines could result in the loss of meeting or study room privileges – a point which was previously only written for some of the guidelines.

All other changes are to clarify or simplify existing language.