

**Rapid City Public Library Board of Trustees**  
**Board Meeting**  
**Monday, June 13, 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 June 13, 2022 at 12:02 p.m.

Present by roll call: Faye Bice, Jim Emmert, Mary Garrigan, and Christine Jones. A quorum was present.

Absent: Emily Tupa, Travis Lasseter, and Darla Drew.

**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:**

None.

**Public Comment:**

Cathy Jackson introduced herself as a full-time RVer with an America's Way address. She asked the board to explain the justification used to deny library cards to people with an America's Way address. She asked for people like her to be able to use their library accounts to specifically check out digital materials.

Terri Davis clarified that people with an America's Way address may get a library card, but would be limited to checkouts of books and DVDs. The contract with the library's eBook provider specifically prohibits the use of these resources by people who do not have a physical residence in the library's service area.

Garrigan suggested that Ms. Jackson research other libraries that may offer digital access; Davis agreed, stating other libraries may have different contracts with their digital service providers.

**Suspension Appeal:**

Davis read an appeal for a patron who is currently suspended for 6 months as a result of multiple issues of intoxication and suspension violation since March 2022.

In response to a question from Jones, Davis said that this individual has been referred to Journey On and that this is standard procedure for library staff to follow.

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

Davis said that in discussion with community partners like Journey On, we are already having an impact and that people understand that they need to follow the behavior policy in the library. Jones suggested signage options that may reinforce that message. Davis added that there is currently a team of staff members looking at the library's behavior policy and procedures. In response to a question from Jones, Sean Minkel indicated that the workgroup has contacted approximately twenty other libraries and attended a session with the We Connect Community.

**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, May 9, 2022

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

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

Davis noted that the bill list is shorter than in previous summaries because the invoices have been consolidated under individual vendors. In response to a question from Faye Bice, Davis said the consolidation is acceptable for the purposes of tracking minutes.

No further discussion; motion carried unanimously.

### **ADMINISTRATIVE REPORTS**

Director's Report:

Davis reported that several library staff have attended the We Connect Community training, that the library has purchased new software to track behavior incidents, that she attended a webinar on decarcerated populations, that the library's performance evaluation process has been simplified after reviewing what other departments in the city have done, that Summer Reading was a success even though it needed to be moved inside due to weather, and that the next Strategic Plan is being worked on and will come to the board in the future.

The bookmobile documents were not ready in time for this meeting which may mean that they'll come to the July board meeting or that a special meeting will need to be called. Bice suggested a special meeting by phone call could be done if needed.

The Bluestem Woman sculpture by Dale Lamphere has been returned to the library after a cleaning and a refresh of the bluegrass portions.

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

Library Board Training:

Davis said that the library board is within 6.5 hours of meeting the training requirements for library accreditation. If anyone needs a link to training or receives a certificate of completion for training they are doing, please notify her. There is additional training available under United for Libraries through the ALA.

### **POLICY COMMITTEE**

Meeting and Study Room Policy:

Motion by Bice, second by Garrigan to approve updates to the Meeting and Study Room Policy as presented.

Davis said that the policy has been tweaked to clarify that meeting rooms are available before library hours but not after closing and to indicate that not following any of the public requirements could result in the loss of meeting room access.

No further discussion; motion carried unanimously.

Lending and Fees Policy:

Motion by Bice, second by Emmert to approve updates to the Lending and Fees Policy as presented.

Minkel indicated that updates were made to library fees for books, Blu-ray, toolkits, printing and non-resident library cards based on the current costs to the library. Meeting room costs were lowered and requirements for when such fees are required were updated. Lastly, refunds for lost materials will only be allowed within 90 days.

Davis added that the library will be doing a review of the Midwest Consumer Price Index annually and reviewing fees about twice a year to make sure that they stay up to date. Davis said that there has been discussion about removing the option to pay monthly for a library card and that there are both pros and cons for doing so.

Jones asked if there was a difference in how the library responds to a person who has paid for a month and leaves with materials versus a long-term resident who moves away and leaves with materials. Davis indicated that the library would notices and submit their information to the collection agency in either case.

Davis added that the library will track month-to-month library card payments to see how often this option is being used before bringing any further recommendation to the board.

No further discussion; motion carried unanimously.

#### **LIAISON REPORTS**

City Council Liaison: No report provided.

County Liaison: No report provided.

Rapid City Library Foundation: Jones encouraged membership in the Foundation as they are looking for more members.

Friends of the Library: Sean Minkel indicated that the Friends have been receiving a lot of book donations and continue to do well.

Garrigan left the board meeting at 12:53 p.m.

#### **TRAINING**

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

Jones asked if the board could write a letter to the editor about the Friends or if there was anything in particular that could be done to assist them. Minkel replied that the biggest need for the Friends at the moment is additional volunteers or members. Davis added that a letter to the editor may be a good idea when the Friends get ready to do an annual book sale.

#### **ADJOURN**

Meeting adjourned due to lack of quorum at 12:53 p.m.

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

Possible special meeting for bookmobile agreement      TBD

Board Meeting  
Board Meeting

July 11, 2022  
August 8, 2022

DRAFT