

Rapid City Public Library Board of Trustees

Board Meeting

Monday, July 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 July 11, 2022 at 12:04 p.m.

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

Absent: Laura Armstrong and Travis Lasseter.

Additions or corrections to the agenda:

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

Introduction of Staff:

Doss Ramsey introduced himself as the library's new Training Library Associate II. Doss said that he's lived overseas in Australia and Colombia, has prior experience working in libraries and is excited to join the team.

Public Comment:

Genealogy Society Annual Report

Cathy Druckrey introduced herself as the president for the Rapid City Society for Genealogical Research (RCSGR). She reported that the RCSGR continues to rent climate-controlled space for some of their materials. After reviewing the most recent utilization report from the library, they have some concerns about how the statistics are being counted. Cathy also requested that public meetings be shown on the library website and that the RCSGR link be featured more prominently on the library website. Lastly, she reported on a genealogy event the RCSGR is holding at Devereaux Library on September 30 and October 1, 2022 and encouraged the public library to consider coming as a vendor.

John Rankin thanked the board for allowing the RCSGR to hold classes at the library and said they had been well received. He requested permission to put information about the Fall event by the genealogy shelving.

In response to a question from Garrigan, Cathy said that RCSGR materials in storage are accessed whenever members request them.

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, June 13, 2022

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

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

In response to a request from Bice, Davis summarized the financial information by indicating that revenue is down but the percentage of decline is shrinking as the year progresses. The difference in overdue fines revenue is being offset by revenue for merchandise and fabrication. Utility costs are up, but this is to be expected. The HVAC schedule has also

been adjusted to accommodate staff being in the building before patrons and this may cause an additional small increase in the future. Lastly, as approved by the city, union staff saw a 7.9% increase in pay.

In regards to fabrication, Garrigan asked if the library had a button maker that could be used in the Makerspace to make buttons out of discarded books, etc. Davis said she will bring this suggestion forward to the supervisory team.

No further discussion; motion carried unanimously.

ADMINISTRATIVE REPORTS

Director's Report:

Davis reported that the flood interviews and podcast are doing well, the Youth and Family Services location for the pop-up library has seen high demand and will continue, the checkout increases show that the fines free initiative was a positive change, summer reading participation is healthy, and that the book shelf shift in large print continues to progress; the shelf adjustments will make accessing these materials easier.

Garrigan asked if volunteers could be used to help with shifting and Davis responded that it's a noisy process and there's limited time available before the library opens, but she would investigate volunteers through 211.

In response to a question from Bice about open positions, Davis said that the library has two Library Associate II positions and a Library Associate I position open.

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

Library Board Training:

Davis said that the library board is within 3 hours of having the required training for accreditation and the deadline is the end of July. The board members discussed training options that will be available before the end of the month to meet this requirement.

FINANCE COMMITTEE

Authorization to Order Bookmobile:

Motion by Bice, second by Emmert to authorize ordering a bookmobile built on a 2023 Freightliner M2 106 hybrid chassis from TechOps Specialty Vehicles with HGACBuy pricing in the amount of \$387,944.78.

Davis said that the chassis is being paid for by the Foundation and will be donated to the city/library for the purposes of being a bookmobile. Formal board action will be required to accept the chassis at that time. The hybrid drive will also be paid for by the Foundation, and the box build will be paid for by library funds already on hand for this purpose. It is possible that aluminum prices will lead to an increase in cost in the future. If this happens, the Foundation should be able to cover the difference at that time. The city attorney's office has also reviewed and approved the current paperwork.

No further discussion; motion carried unanimously.

POLICY COMMITTEE

Genealogy Agreement:

Motion by Tupa, second by Emmert to approve a revised agreement with the Rapid City Society for Genealogical Research as presented.

Davis said that the prior agreement has been working well and the reduction in size of their collection has increased its use. The changes in the new agreement make this an ongoing contract with a 90-day termination clause by either party and the annual report will be written rather than verbal. The Genealogy Society is not precluded from attending a board meeting if desired.

In response to requests raised by the RCSGR, the society is already linked on the library website on the research page and community meetings are also already listed on the website. Davis added that the library is also looking at a digital wayfinding display in the lobby to help patrons find meetings.

Jones commented that the RCSGR seems to be asking for promotion on the website. In response, Davis said that the library's promotional resources need to be used on library services and there would be additional issues if the library was to promote some groups and not others.

No further discussion; motion carried unanimously.

Library Director Review:

Bice informed the board that it is time to begin working on the director's annual performance review and provided printouts of two options for the review form. Davis indicated that the new form is the one that the library has moved to for staff and is more generalized. The other option is the previous form that was individualized based on specific job descriptions.

After discussion, the board chose to continue using the previous and more detailed form.

LIAISON REPORTS

City Council Liaison: Davis reported that Laura Armstrong has been appointed as the new city council liaison.

County Liaison: No report provided.

Rapid City Library Foundation: Jones reported that a prospective member of the Foundation attended the last meeting but they are still looking for more people who are interested in becoming members. There were also discussions about possible new projects involving landscaping and managing the configuration of the library upstairs.

Friends of the Library: Sean Minkel reported that the Friends of the Library are doing well and are hosting Nebraska State Poet Matt Mason on Tuesday, July 26. The event is open to anyone and starts at 5:15 in the Community Room.

TRAINING

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

Davis added that the SD Library Association is in Brookings from September 28-30. Four staff from the library will be attending, but if anyone from the board would like to attend that could also be arranged.

ADJOURN

Motion by Jones, second by Garrigan to adjourn the meeting at 1:15 p.m.; no further discussion; motion carried unanimously.

UPCOMING DATES AND BOARD TRAINING OPPORTUNITIES

Board Meeting
Board Meeting

August 8, 2022
September 12, 2022

DRAFT