

Rapid City Public Library Board of Trustees
Board Meeting
Monday, August 8, 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 August 8, 2022 at 12:05 p.m.

Present by roll call: Faye Bice, Mary Garrigan, Christine Jones, Laura Armstrong, and Travis Lasseter. A quorum was present. Faye Bice and Mary Garrigan attended by video conference.

Absent: Jim Emmert and Emily Tupa.

Additions or corrections to the agenda:

Motion by Christine Jones, second by Mary Garrigan to approve the agenda as published; no further discussion; upon a roll call vote being taken, motion carried unanimously.

Introduction of Staff:

The library board welcomed the new city council liaison Laura Armstrong and the backup city attorney Justin Williams to the meeting.

Public Comment:

Suspension Appeal

Terri Davis presented an appeal for a patron who is currently suspended for 6 months as a result of multiple incidents involving verbal harassment, misuse of library computers, disruptive behavior and theft of library materials.

In response to a question from Bice, Davis indicated that 6 months was the logical next step and anything longer may be overly punitive.

Motion by Garrigan, second by Jones to uphold the suspension; no further discussion; upon a roll call vote being taken, 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, July 11, 2022

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

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

Davis indicated that fines revenue is down, merchandise revenue is up compared to last year, and expenditures are as expected for this time of the year. It is also anticipated that the library will approach the benchmark in the coming months due to the wage increases that were approved by the city. In response to a question from Bice, the non-union increases took place at the beginning of the year and the union pay increases took effect at the beginning of July.

No further discussion; upon a roll call vote being taken, motion carried unanimously.

ADMINISTRATIVE REPORTS

Director's Report:

Davis clarified that Rapid City Public Library's registration of Sturgis Library accounts is due to a reciprocal agreement already in place, working closely with Sturgis to register their patrons, and that we're facilitating an initial library card that is later confirmed by Sturgis. TechOps is coming out in September to confirm measurements for the bookmobile and may adjust their design if needed. Lastly, while the library has hired a new Early Education LAll, a long-term staff member has also decided to retire.

Armstrong asked for additional information on the status of the bookmobile. Davis replied that the order was placed with TechOps in July and the library is currently working on communication between all of the parties involved. We recently requested an update on the chassis which is being purchased locally.

For the 2nd Quarter Statistics, there was a significant increase in new borrowers, drive-thru use dropped, but it is still about double what it was before the pandemic, and the pop-up library is becoming more popular – particularly at the farmer's market and Tuesday night food truck locations.

The 2nd Quarter County Statistics continue to be consistent except that the trendline improved and is back where it was pre-pandemic.

Motion by Jones, second by Garrigan to acknowledge the administrative reports; no further discussion; upon a roll call vote being taken, motion carried unanimously.

POLICY COMMITTEE

Rules of Conduct:

Motion by Bice, second by Garrigan to approve updates to the Behavior Policy as presented.

Sean Minkel provided a general overview of the multiple changes and additions to the policy as summarized in the memo. Major changes included a change in name to the policy, grouping of similarly disruptive behaviors, lengthening the reckoning period to two years, clarifying positive actions that patrons could take, and providing for an automatic renewal of suspension when suspended individuals continue to return to the library.

In response to questions from Armstrong and Jones regarding how patrons are notified of rules and acknowledge their understanding, Davis said that the library has the incident report itself, security/police reports, images of suspended individuals and security camera footage.

Jones suggested posting the Rules of Conduct somewhere prominent where people could be directed to them and thought that this would help public opinion. Davis said that public opinion is one of the reasons we have security guards. Posting the rules would not prevent bad behavior, but could reassure other people. Another issue is that people don't always tell library staff when there is an issue. As a result, the library has reminders throughout the building to let staff know if something is seen that needs to be addressed.

Justin Williams suggested that patrons could acknowledge the rules of conduct when renewing or signing up for a library account. Davis replied that many library users don't have library cards and there is no requirement to have one to come into the library.

No further discussion; upon a roll call vote being taken, motion carried unanimously.

Displays and Events:

Motion by Bice, second by Jones to approve updates to the Displays and Events Policy as presented.

Minkel indicated that the major change to this policy was the addition of a section from the Sales, Soliciting and Petitioning Policy as well as a name change and the removal of outdated references.

No further discussion; upon a roll call vote being taken, motion carried unanimously.

Sales, Solicitations and Petitioning:

Motion by Bice, second by Garrigan to eliminate the Sales, Solicitations and Petitioning Policy.

Minkel indicated that all of the sections from this policy had now been moved to either the Displays and Arts policy or the Rules of Conduct, which makes retaining this policy redundant.

No further discussion; upon a roll call vote being taken, motion carried unanimously.

Strategic Plan Memo:

Motion by Bice, second by Jones approve a new 5-year Strategic Plan as presented.

Davis provided an overview of the strategic planning process including the drafting of goals with Benchmark Data Labs, work with Leah Braun to draft the Mission, Vision and Values, and work the supervisory team did to make sure that everything agreed.

Jones complimented the library on the strategic plan's five basic areas, its clarity, and how she thought these were attainable. Bice also said that the plan makes a lot of sense and gives the library a good path to follow.

Davis indicated that there are two other pieces involving marketing and collections which will also be worked on as a result of the data gathering process, although they are not part of the formal strategic plan.

No further discussion; upon a roll call vote being taken, motion carried unanimously.

Library Director Review:

Bice said that they will be using the same process as in prior years to evaluate the library director. She asked the group if there was value in continuing the 360 surveys given the prior month's board training. Per Garrigan, the 360 survey still gives staff an opportunity to provide feedback even though it was discouraged by the last training. In response to a question from Bice, Davis said that she is not aware of any large surveys being done at this time which might contribute to survey fatigue. Bice said that she will be sending out instructions to the group via email.

LIAISON REPORTS

City Council Liaison: Armstrong said she was thrilled to be the liaison to the library from city council. She's also the chair of legal and finance, the human relations commission, youth city council mentors, and the airport board. The next big thing coming to city council is the budget presentation from the mayor.

County Liaison: Travis Lasseter reported that they are also working on the budget and that the wheel tax was increased to \$5/wheel.

Rapid City Library Foundation: Jones reported that they gave a check for \$78,000 to the library for the bookmobile. Davis clarified that the city finance office needs all the money from the bookmobile in the library account before authorizing the purchase order. The \$78,000 was for the hybrid drive system and won't be expended until 2023.

Friends of the Library: Sean Minkel reported that the Friends continue to do well and there is nothing new to report at this time.

Jones said that she went to the Nebraska Poet Laureate talk the Friends held and wanted to know how that could be made easier to find. She asked if the library could advertise the Friends events. Davis said that we got the information too late for the library to host the program. However, it was posted on the library website in the same place that all of our community meetings are advertised.

Mary Garrigan left the meeting at 12:59 p.m.

TRAINING

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

ADJOURN

Meeting adjourned at 12:59 p.m. due to lack of quorum.

UPCOMING DATES AND BOARD TRAINING OPPORTUNITIES

Board Meeting	September 12, 2022
SD Library Association Conference, Brookings	September 28-30, 2022
Board Meeting	October 10, 2022