

Rapid City Public Library Board of Trustees
Board Meeting
Monday, September 12, 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 September 12, 2022 at 12:03 p.m.

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

Absent: Jim Emmert and Travis Lasseter.

Additions or corrections to the agenda:

Motion by Mary Garrigan second by Laura Armstrong to approve the agenda as published; no further discussion; motion carried unanimously.

Introduction of Staff:

None.

Public Comment:

None.

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, August 8, 2022

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

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

Sean Minkel shared that the library is where it should be financially for the year, but careful monitoring of the budget will proceed since salaries and wages are higher than what was expended in 2021. This is largely due to pay increases. Additionally, the capital outlay is larger because of the bookmobile.

In response to a question from Christine Jones, Minkel said that if needed a supplemental request could be brought forward to city council. Armstrong said that asking for such supplementals is normal.

No further discussion; motion carried unanimously.

ADMINISTRATIVE REPORTS

Director’s Report:

Minkel reported that September is Library Card Sign-Up Month and asked the board to share information about this with any friends or family that don’t yet have a library account. After Minkel explained that the library leadership team updated the organizational chart to better allocate staff, there was discussion on the custodial RFP that will be coming

to the October board meeting for approval. Late November or December are the earliest the library anticipates having a new custodial service started but this will depend upon responses.

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

POLICY COMMITTEE

Technology Plan:

Motion by Tupa, second by Armstrong to approve revisions to the library's Technology Plan as presented.

Minkel explained that the revisions to the Technology Plan were needed to increase cybersecurity at the library and effectively separate public and staff networks and computers.

No further discussion; motion carried unanimously.

Fabrication Policy:

Motion by Tupa, second by Jones to approve updates to the Fabrication Policy as presented.

Minkel provided background on the makerspace and indicated that the changes clarify that the rules apply to more than just 3D printed items. In addition, wording was added to clarify that any fabricated items which aren't picked up by patrons within 14 days may be sold to recoup the cost – a practice which is already common for example items printed by staff.

No further discussion; motion carried unanimously.

LIAISON REPORTS

City Council Liaison: Armstrong reported from City Hall that they are working on the 2023 budget that needs to be finalized by the end of the month.

Pennington County Liaison: No report provided.

Rapid City Library Foundation: Jones reported an increase in membership. They are looking for the next big project to fund.

Friends of the Library: Sean Minkel reported that the Friends have a meeting coming up this Thursday. At the last executive meeting, they voted not to have an annual sale this year because the bookstore is doing so well keeping up with donations.

TRAINING

The library board viewed a Short Take for Trustees on 'Succession Planning and New Board Orientation' that is provided by the American Library Association.

ADJOURN

Motion by Armstrong, second by Tupa to adjourn the meeting at 12:45 p.m.; no further discussion; motion carried unanimously.

UPCOMING DATES AND BOARD TRAINING OPPORTUNITIES

SD Library Association Conference, Brookings
Board Meeting
Board Meeting

September 28-30, 2022
October 10, 2022
November 14, 2022

DRAFT