

**Rapid City Public Library Board of Trustees**  
**Board Meeting**  
**Monday, October 10, 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 October 10, 2022 at 12:03 p.m.

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

Absent: Mary Garrigan, Jim Emmert, and Travis Lasseter.

**Additions or corrections to the agenda:**

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

**Introduction of Staff:**

Ellie Young attended the meeting, introduced herself as the new Early Education Library Associate II at the library, and spoke about her past experience.

The library board recognized Faye Bice for winning the Trustee of the Year award from the South Dakota Library Association.

**Public Comment:**

Suspension Appeal

Terri Davis presented an appeal for a patron who is currently suspended for one year as a result of intoxication on library property. In the appeal, the patron claims to have not been here on the day in question, but they were seen on library security cameras.

Emily Tupa said that lying about their presence at the library makes the decision to deny the appeal easy.

Motion by Tupa, second by Jones to deny the appeal; no further discussion; 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, September 12, 2022

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

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

Davis said that the library is where it should be for expenditures at this time of year. Revenue is down as the library discontinued overdue fines, but the difference is almost being made up for by merchandise and printing revenue. Salaries & Wages expenditures are higher than they were at this time last year due to city-wide increases in pay, but because of vacancies Davis does not anticipate the need for supplemental funding. However, this is being carefully monitored and if needed a request would be brought forward as is common amongst other city departments.

In response to a question from Bice about Salaries & Wages in 2023, Davis said that she calculated that in a worst case scenario the library could be up to \$64,000 short next year, but the difference may be reduced by vacancies. The budget will be monitored throughout the year.

Bice commented on the Travel & Training expenditure having increased due to in-person conferences coming back. Davis added that we've recently had librarians attend conferences in both Brookings, South Dakota and Scottsdale, Arizona.

Armstrong asked for a status update on the Library Bookmobile. Per Davis, it has been ordered, but is not yet being built. An engineer from the company recently came to Rapid City to measure the garage and driveway. The length and width of the bookmobile is already confirmed to be fine for the available space, but the slope of the driveway may require design updates.

No further discussion; motion carried unanimously.

### **ADMINISTRATIVE REPORTS**

Director's Report:

Davis reported that the Mission, Vision and Values from the strategic plan have been printed on the cross-beams in the lobby. The Pop-up Library is done for the year and attendance increased by 43% compared to 2021. Overdue materials have increased slightly as a result of going fine-free, but it's not impacting wait time for holds.

There are currently 6 vacancies at the library and applications and interviews continue for Library Associate I's, II's, and pages. In response to a question from Tupa, page applicants cover a wide range and both high school students and retirees have applied in the past.

Bice commented that it was exciting that the library has some engineering students coming in to look at changes. Davis said she's been working with them, we'll learn more as the semester continues. Jones suggested working with local media to publicize the results of their work. Davis said that the students' final recommendations would likely be presented to both their professors and the library board.

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

### **FINANCE COMMITTEE**

Custodial RFP Memo:

Motion by Tupa, second by Jones to approve issuance of a Request for Proposals (RFPs) for custodial services at Rapid City Public Library.

Sean Minkel provided an overview of the need for commercial custodial services. The library has been unable to fill a vacant custodial position for over two years and the hope is that a commercial service would be able to assist the existing staff in keeping the library clean. There have also been patron comments over the last year that additional cleaning was needed both inside and outside the library.

Davis added that the RFP is urgent as we've been given 30 days' notice from the current vendor that helps with cleaning on weekends. The library is seeking a commercial company to do consistent deep cleaning of floors and restrooms.

No further discussion; motion carried unanimously.

Budget Supplement Memo:

Motion by Bice, second by Armstrong to supplement the Library Board budget by \$78,000, the amount of a donation by the Rapid City Library Foundation.

Davis said that the Library Foundation has already given the \$78,000 and it is deposited into the Board Funds account, but per City Finance it needs to be formally supplemented into the budget even though it won't be spent this year.

No further discussion; motion carried unanimously.

2023 Budget Memo:

Motion by Bice, second by Armstrong to approve the 2023 city budget as revised.

Davis said that the 2023 Budget was approved by the library board in April. As budgets move through the Mayor's Office and City Council, there are generally some changes. In this case, there was a decrease of \$2,399 due to fewer computers being needed at the library.

No further discussion; motion carried unanimously.

### **POLICY COMMITTEE**

Policy Review:

Motion by Armstrong, second by Tupa to acknowledge review of the Volunteer Policy as presented.

Jones asked if this process is needed for all of the library policies and Davis replied that this process is only required for policies where no changes are recommended.

No further discussion; motion carried unanimously.

### **LIAISON REPORTS**

City Council Liaison: Armstrong reported that the city's 2023 Budget has been finalized and the new sustainability coordinator position will be discussed at an upcoming meeting with city council, directors, and the sustainability committee.

Pennington County Liaison: No report provided.

Rapid City Library Foundation: Jones reported that there was no quorum at the last meeting and nothing to report.

Friends of the Library: Sean Minkel reported that the Friends of the Library are doing well. Lately, they've been focusing on ways to make the processing of donated materials more efficient and on activities to keep the group engaged. Davis added that she's impressed with how much the Friends of the Library sell at their bookstore on a daily basis.

### **EXECUTIVE SESSION**

Motion by Jones, second by Armstrong to enter executive session at 12:35 p.m. for the purposes of staff performance review pursuant to SDCL 1-25-2(1); no further discussion; motion carried unanimously.

Motion by Armstrong, second by Tupa to leave executive session at 12:56 p.m.

Motion by Tupa, second by Armstrong to acknowledge Terri Davis' 2022 performance review; no further discussion; motion carried unanimously.

### **ADJOURN**

Motion Armstrong, second by Tupa to adjourn the meeting at 12:57 p.m.; no further discussion; motion carried unanimously.

**UPCOMING DATES AND BOARD TRAINING OPPORTUNITIES**

Board Meeting

November 14, 2022

Board Meeting

December 12, 2022