

Rapid City Public Library Board of Trustees
Board Meeting
Monday, November 14, 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 November 14, 2022 at 12:00 p.m.

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

Absent: Laura Armstrong.

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:

None.

Public Comment:

Terri Davis said that in addition to the suspension appeal already on the agenda, there was a possibility that another suspended patron may be appearing to speak to the board at the meeting.

Suspension Appeal

Terri Davis presented an appeal for a patron who was suspended for one year as a result of multiple incidents involving disruption, an incident involving two other people in the restroom, theft of a book caught on camera, and repeatedly returning to the library while currently being suspended.

In response to a question from Bice, Davis replied that the patron is suspended until May of 2024. Emily Tupa indicated that when reading appeals, she always looks for people who accept responsibility for their actions. Since there's none of that in this appeal, it's not difficult to deny it. Emmert asked if the board would consider removing a suspension if a patron were to complete a rehabilitation program. Davis explained that the policy says that all appeals to the board are final, but if something like that were to occur, she would bring it to the board's attention.

Motion by Tupa, second by Mary Garrigan to uphold the suspension; no further discussion; motion carried unanimously.

Motion by Jones, second by Emmert to table any additional public comment; 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, October 10, 2022

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

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

Davis said that library revenue is less than \$2,000 below last year's revenue at this time despite discontinuing overdue fines. The loss of fine revenue has been made up by the sale of merchandise such as library bags and the newly added bike locks. For expenditures, the library is on track. There are still several facilities projects that will be encumbered this year, but likely won't be completed. For example, one of the windows in the community room was recently found to need repair.

No further discussion; motion carried unanimously.

ADMINISTRATIVE REPORTS

Director's Report:

Davis reported about a recent incident at the library, called attention to a \$15,000 change order for the bookmobile that will be covered by the Library Foundation, and said that while there are still five vacancies, one position has been filled.

In response to questions, Jennifer Utter explained the legal proceedings involved in the case that stemmed from last week's incident including presumption of innocence and a no contact bond for the individual involved. Davis said that security staff opted not to press charges and there have been no prior incidents with this individual. In response to a question from Jones, Davis said that security staff are fit and trained to respond to this type of incident. In addition, police officers arrived on the scene quickly.

Bice said that she appreciated that the library is collaborating with other departments for tours. Davis said that it was enlightening to tour at the airport and that there was some interest in a reciprocal tour of the library. In response to a question from Tupa, Davis said schools and other groups do request and receive tours of the library.

Bice added that the Teen Advisory Board was a good idea. Garrigan asked how we're getting people to be on the teen advisory board. Davis said that people can drop in to participate and the Events & Teen Services LAll is developing rapport with teens that already come to library events.

Strategic Plan Update:

Sean Minkel provided an overview of the current progress on the strategic plan including partnerships for events, weekend events, access to library services and facilities improvements.

Bice and Jones said that the new report format was easy to understand.

3rd Quarter Statistics:

Davis reported that new borrowers increased by 26% and that there have been 68,000 social media engagements in the last three months. The library is also considering a TikTok presence. The 12% decrease in events is due to the library having so many virtual events in 2021. Looking forward, there are plans to have hybrid events which are both in-person and virtual, but this will only work for some types.

Garrigan asked if the new borrowers are people who have moved to Rapid City. Davis replied that there isn't any way to know the answer to that question at the moment, but we could survey patrons during library card registration. This quarter also included library card sign-up month which contributed to the growth.

3rd Quarter County Statistics:

Davis reported that the circulation trendline is going up, but otherwise things are the same. In response to a question from Jones, Davis said we do hope that county circulation improves once the bookmobile is active.

Motion by Jones, second by Tupa to acknowledge the reports; no further discussion; motion carried unanimously.

FINANCE COMMITTEE

Cleaning Recommendation Memo:

Motion by Tupa, second by Emmert to reject all proposals received for cleaning services.

Davis said that of the two responses, one provided a list of cleaning services that weren't included on the Request for Proposals (RFP) and the other provided only limited information. In response to a question from Lasseter, Davis said that the RFP indicated what services the library was seeking. Davis added that in lieu of another RFP, the library would be looking at getting quotes for professional services for the deep cleaning projects on a rotating schedule. This is already what is done for window cleaning, pest control, and duct cleaning. The library may also try advertising for the vacant custodial position after the first of the year.

No further discussion; motion carried unanimously.

POLICY COMMITTEE

2023 Hours of Operation:

Motion by Tupa, second by Jones to approve the 2023 Hours of Operation as presented.

Davis said that we're once again recommending the library close the 4th Monday in April for the Black Hills Librarians' Mini Conference. The main change in the 2023 Hours of Operation is the closure for the Friday after Thanksgiving. This is due to changes in the union contract which made library holidays more closely match the rest of the city. Staff will be losing a personal holiday as a result of this change.

In response to a question from Garrigan, an informal poll by the union representative indicated that about half the staff supported the change, the others were ambivalent. However, it is a day that is frequently requested off for vacation and is also typically a slow day for the library.

In response to a question from Garrigan, Davis said that the library is closed two days for Veteran's Day in 2023 because the holiday falls on a Saturday and is therefore the federally observed holiday is on the prior Friday.

No further discussion; motion carried unanimously.

LIAISON REPORTS

City Council Liaison: No report provided.

Pennington County Liaison: Lasseter reported that the election was over, the county budget has been passed, and the 100-year time capsule is going to be displayed on the 16th. There is also planning underway for the next time capsule.

Rapid City Library Foundation: Jones reported that there was no quorum in October, but there will be another meeting on November 15th. Davis added that the Foundation is also depositing a bequest for materials in the Black Hills Community Foundation. This is a quasi-endowment which makes it easier to withdraw funds when needed. Jones added that an easy way to contribute to the Foundation is to make purchases through Amazon Smile and select the Library Foundation as the recipient.

Friends of the Library: Sean Minkel reported that the Friends of the Library are meeting this week to approve their 2023 budget. They continue to look for new members, but their book sale area continues to do extremely well.

In response to a question from Jones, Davis said that the Friends are a non-profit and that if they were to dissolve, their funds would be moved to the Library Foundation. Tupa added that she had heard that many different volunteer organizations are having a hard time getting people involved.

Davis brought up the January 2023 meeting and suggested January 18th for an abbreviated meeting. Those present indicated tentative agreement for this date.

Motion by Jones, second by Tupa to untable additional public comment; no further discussion; motion carried unanimously.

ADJOURN

Motion by Garrigan, second by Emmert to adjourn the meeting at 12:58 p.m.; no further discussion; motion carried unanimously.

UPCOMING DATES AND BOARD TRAINING OPPORTUNITIES

Board Meeting	December 12, 2022
Board Meeting	TBD – January 2023

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