

**Rapid City Public Library Board of Trustees**  
**Board Meeting**  
**Monday, December 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 December 12, 2022 at 12:01 p.m.

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

Absent: Travis Lasseter and Mary Garrigan.

**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:**

Garrett Bach introduced himself as the library's newest Library Associate I.

**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, November 14, 2022

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

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

Sean Minkel said that the library has about 12% of the budget remaining while the year-to-date benchmark for this time would be 8%. This difference is primarily due to vacancy savings. We expect it to shrink as the library has a number of reconfiguration projects still underway. We continue to advertise, interview and fill open positions as quickly as possible. The other notable item is the increase in repair & maintenance – which is due to the ongoing repair projects as well as projects that were deferred from 2021 and completed this year.

No further discussion; motion carried unanimously.

**ADMINISTRATIVE REPORTS**

Director's Report:

Minkel reported completion of the shelving project that lowered the top shelves in the fiction and large print sections thereby making items more accessible. Laurinda Tapper, who has a background in mental health & social services, also provided an all-staff training on mental health that was received well. Lastly, the first meeting of the new Teen Advisory Board took place and resulted in a number of suggestions that the library will be pursuing in the teen area.

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

### **FINANCE COMMITTEE**

Surplus Declaration:

Motion by Bice, second by Emmert to declare approximately 960 steel shelving brackets surplus.

Minkel said that due to the reconfiguration of the fiction and large print shelves, the library has a significant number of surplus steel shelving brackets in storage. After discussion with finance and review of South Dakota codified law, the recommendation is that these be declared surplus.

No further discussion; motion carried unanimously.

### **POLICY COMMITTEE**

Notices Policy:

Motion by Tupa, second by Emmert to approve changes to the Notices Policy as presented.

Minkel said that the two primary changes to the policy are the removal of text notices and an update to the scheduling of notices. Text notices are recommended for removal as they are used significantly less than email notices by patrons and issues with continuing to send them have been increasing. By sending all notices by email, the library will also be able to improve marketing. The second change removes language that resulted in confusing timing for notices and replaces it with a consistent 28 days.

No further discussion; motion carried unanimously.

### **LIAISON REPORTS**

City Council Liaison: Armstrong reported on the potential storm coming this week, the Lakota Nation Invitational, and said that social media and cybersecurity are also being discussed.

Pennington County Liaison: None.

Rapid City Library Foundation: Jones reported that they had recruited another member. Jones discussed the Books-for-Babies program and said that review of the project is ongoing.

Friends of the Library: Minkel reported that the Friends elected a new president at their last meeting as well as approving a donation to Habitat for Humanity that will provide a small number of books to a few lucky families moving into homes every year. The bookstore continues to do well and the Friends are still looking for ways to recruit more members.

Minkel presented Bice with a card and cupcakes for her last board meeting.

### **ADJOURN**

Motion by Tupa, second by Emmert to adjourn the meeting at 12:43 p.m.; no further discussion; motion carried unanimously.

### **UPCOMING DATES AND BOARD TRAINING OPPORTUNITIES**

Board Meeting

January 18, 2023

Board Meeting

February 13, 2023

DRAFT