

Rapid City Public Library Board of Trustees
Board Meeting
Monday, February 13, 2023 12:00 p.m.

The regular meeting of the Rapid City Public Library Board of Trustees was called to order by Emily Tupa on February 13, 2023 at 12:02 p.m.

Present by roll call: Emily Tupa, Christine Jones, Mary Garrigan, Jim Emmert, Timmi Bubac, Laura Armstrong and Gary Drewes. A quorum was present.

Absent: None.

Additions or corrections to the agenda:

Motion by Jim Emmert, second by Mary Garrigan to approve the agenda as published; no further discussion; motion carried unanimously.

Introduction of Staff:

Kathlynn Short and Dan Ames introduced themselves as the library's newest Library Associate I's and spoke briefly about their work histories.

Public Comment:

Suspension Appeal:

Terri Davis presented a suspension appeal for a patron's six-month suspension.

In response to questions from Laura Armstrong, Davis said that trespassing is an option that can be pursued for serious incidents when patrons have been suspended and continue to come into the library. The hope is that by taking these steps, repeat violations will be discouraged. The processes for patron notification, record keeping, photographs and restarting a suspension were also explained.

Christine Jones asked if a fine is involved with a trespass arrest. Jennifer Utter explained that if someone is found guilty, it could result in a fine or jail time.

Timmi Bubac asked what would happen if the appeal was granted and if there was any evidence that the suspended patron was seeking help to address the issues that caused the suspension. Davis replied that if an appeal is granted the suspension would immediately end and indicated there was no evidence of help being sought.

Motion by Emmert, second by Garrigan to deny the appeal; no further discussion; motion carried unanimously.

Suspension Appeal:

Davis presented an appeal for a patron's one-year suspension; the patron's appeal form was read.

Following discussion, motion by Jones, second by Emmert to deny the appeal; no further discussion; motion carried unanimously.

Suspension Appeal:

Davis presented a third appeal of a patron's six-month suspension.

After discussion, motion by Garrigan, second by Emmert 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, January 18, 2023

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

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

Davis said there has been a full year without overdue fines and the impact was negated by merchandise sales. The year to date expenses are where they should be at this time. Salaries increased by 10% due to an increase in the union wage scale.

No further discussion; motion carried unanimously.

ADMINISTRATIVE REPORTS

Director’s Report:

Davis reported on the new state park passes, a new health and wellness database for teens, the status of the library bookmobile, ongoing construction on the library’s main floor, and the completion of the non-union wage study. The increased cost for salaries that result from the wage study will be absorbed into the existing library budget, most likely through vacancy savings.

In response to questions from Bubac and Armstrong, Davis indicated that the library’s current vacant FTE will still be filled, but that historically the library usually has some vacancy savings each year. The library is currently seeking to fill one Library Associate I, a Custodial Maintenance Worker, and a Training Library Associate II position.

Tupa asked if wages were an issue in hiring for the vacant custodial position as this has been open for a long time. Davis said that a discrepancy in wages between the library and other city departments had been resolved this year and she hoped this would make hiring easier.

Davis shared a graph that showed there was very little impact to returns when overdue fines were removed last year.

2022 Statistics Summary:

Davis reported that new borrowers increased by 21%, computer and wi-fi usage is up, and the drive-thru is still twice as busy as it was before COVID.

2022 County Statistics Summary:

Davis reported that County statistics for the year are consistent with past reports – usage is still around 20% of the library while county patrons make up slightly less than that.

In response to questions, the library has reciprocity with Sturgis to serve Ellsworth Air Force Base and patrons from within Pennington County are eligible to apply here unless they are already served by a library in their town. In that case, they can still receive services but they will work through their local library.

Pop-up Library:

Davis reported that people are getting used to seeing the library out in the community and the pop-up library has helped us to vet the locations for the upcoming bookmobile. Youth and Family Services was a very popular location even though we only started there halfway through the season last year.

Strategic Plan Update:

Sean Minkel reported on the major points of the strategic plan update including a website update, makerspace training, construction in the lobby, new events, a smart bin for returns, and a heat curtain for the entryway.

In response to questions from Bubac, Davis said that the Teen Advisory Board is a group of teens that meet with the Teen Library Associate II to give recommendations. One of their recommendations was teen genre stickers for materials in the young adult collection. The stickers will be created in house and focus on genres that teens are interested in.

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

POLICY COMMITTEE

Election of Officers:

Davis explained that a new chair and vice-chair need to be elected to the board at this time. Emily Tupa indicated that she would be willing to be the chair. In response to a question from Bubac, the vice-chair fills in for the chair in their absence. Bubac said that she would be willing to serve as vice-chair.

Motion by Laura Armstrong, second by Emmert to appoint Emily Tupa as Library Board Chair and Timmi Bubac as Vice-chair. No further discussion; motion carried unanimously.

LIAISON REPORTS

City Council Liaison: Armstrong reported that a great job was done for the non-union wage study.

Pennington County Liaison: Gary Drewes reported that the county has gone to a 4-day work week and it is working very well. There has been very minimal negative response, but it will be re-evaluated in June or July. The budget process for 2024 has also been started and will take about 6 months.

Rapid City Library Foundation: Jones reported that the Foundation decided to expand the Books for Babies program to early childhood.

Friends of the Library: Minkel reported that the Friends of the Library have found someone willing to update their online presence with an updated website, Facebook, and fliers. They are also planning on a donation day on March 11.

Tupa asked everyone to take note of the next couple of board meeting dates as well as the 2nd annual Black Hills Librarians' Mini-Conference. Board members can attend for their accreditation training.

ADJOURN

Motion by Jones, second by Emmert to adjourn the meeting at 1:03 p.m.; no further discussion; motion carried unanimously.

UPCOMING DATES AND BOARD TRAINING OPPORTUNITIES

Board Meeting	March 13, 2023
Board Meeting	April 10, 2023
Black Hills Librarians' Mini-Conference	April 24, 2023

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