

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

Present by roll call: Emily Tupa, Christine Jones, Mary Garrigan, Jim Emmert, Laura Armstrong and Gary Drewes. A quorum was present. Timmi Bubac arrived at 12:01 p.m.

Absent: None.

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:

None.

Timmi Bubac joined the meeting in progress.

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, February 13, 2023

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

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

Davis reported that library merchandise sales continue to do well and that non-resident accounts remain higher than expected after changes to the eBook contract eliminated access for those users. She expects total non-resident accounts to go down after the annual inactive account purge is completed.

In response to questions from Garrigan, Davis said that there haven’t been any concerns from commercial businesses about our equipment, and some businesses have used the makerspace to create items for their businesses. It is possible to make bumper stickers using the library’s vinyl printer/cutter.

Davis said that the 2024 budget will be brought forward to the board in April with adjustments based largely on increased salaries and wages. Tupa commented that increased wages will help to retain the library’s good employees. In response to a question from Tupa about utility bills, Davis replied that the library has been switching to LED lighting over time; the resulting slightly lower electrical costs are helping to offset gas prices.

No further discussion; motion carried unanimously.

ADMINISTRATIVE REPORTS

Director's Report:

Davis reported on the city's new grants manager, the new jigsaw puzzle collection, hiring a new Makerspace Library Associate II and the other vacancies yet to be filled, the hallway remodel completing early, security contract increases, and provided a progress update on the bookmobile.

In regards to the grants manager, Emmert asked if the library had ever considered installing solar panels and if this would be something that would involve a grant. Davis replied that it was a good idea and Laura Armstrong suggested a partnership with Black Hills Energy. Davis said that the library has collaborated with Black Hills Energy for renewable energy. Davis added that the library is working with the city on roof replacement and maintenance. Timmi Bubac said that before replacing the library's roof, it would make sense to verify that it's compatible with green technology.

In response to a suggestion from Garrigan about the library's in-house grants database, Davis said that the state library is seeking a host library to provide that database statewide. As this would mean that database access wouldn't be limited to within the building and we're already familiar with the it, Davis has volunteered Rapid City Public Library to host.

In response to a question from Armstrong about the new jigsaw puzzle collection, the people who check it out self-report when there's a piece that's missing and a decision is made at that time on whether to retain or remove it from the collection.

In response to Bubac's questions about the new bookmobile and compliance with the Department of Transportation, Davis replied that the weight of the bookmobile keeps it under the limit which would require a commercial driver's license. Jennifer Utter added that there were specifications in the contract that the bookmobile meets all state requirements.

In response to questions from Armstrong, the changes to the Securitas rate were primarily due to inflation and increases to hourly pay for security staff and there has not been an increase in security incidents.

For vacancies, the library still has a Custodial Maintenance Worker, two Library Associate I's, and a Training Library Associate II position open. In response to questions from Armstrong, the pay is all on the union wage scale, the requirements include experience and degrees depending on the position, and jobs are advertised online.

Annual Report Publication:

Davis indicated that the annual report is the same information which was provided to the board in February, but in flier format. Multiple Board members commended the design of the report, which was done by the library's Graphic Design Specialist.

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

Committee Appointments:

Tupa said that she was bringing the list of committee appointments for discussion and to see if there were any major changes requested. Discussion was held on the responsibilities of working on these committees.

Motion by Armstrong, second by Emmert to acknowledge the committee appointments; no further discussion; motion carried unanimously.

Conflict of Interest Forms:

Davis provided the board members with the conflict of interest forms that need to be filled out annually and provided instructions to do so.

POLICY COMMITTEE

Registration Policy:

Motion by Bubac, second by Garrigan to approve changes to the Registration Policy as presented.

Sean Minkel provided an overview of the major changes to the policy including the account type for patrons who are required to provide proof of physical residence for 180 days on an annual basis, clarifications on the institutional account type, and the reasons for removing online registration.

No further discussion; motion carried unanimously.

FINANCE COMMITTEE

Assignment of 2022 funds:

Motion by Tupa, second by Bubac to approve assignment of \$170,290 in remaining 2022 County funds to a new county library fund set up by the Finance Office.

Davis said some county funds were unexpended at the end of the year because of vacancies and inability to contact and schedule contractors. Previously there was a process to go through to budget unexpended county s into the next year. Now however, the city Finance Office has created a county library fund to retain the funds. More research is needed before any ideas will be brought to the Board for approval; at that time, a supplemental budget including those funds would also be presented.

In response to a question from Emmert, Gary Drewes stated the county funds are allocated to the library without stipulation on what they can be spent on. Davis also indicated that the library board approves any expenditures through the budget process.

In response to a question from Jones, the 2024 county budget would use this new fund and if the classification for staff positions changed, they could also be paid out of this fund.

No further discussion; motion carried unanimously.

LIAISON REPORTS

City Council Liaison: Nothing to report.

Pennington County Liaison: Nothing to report.

Rapid City Library Foundation: Jones reported that the annual meeting is next month and they'll be working on their budget. There was a lot of discussion about possible new projects including solar paneled park benches that would provide wi-fi and charging stations to different parts of the city. Davis added that the wi-fi connection would be to promote access to the library's e-resources.

In response questions from Garrigan and Bubac, Davis is working with the parks department to determine locations and address concerns about potential vandalism.

Friends of the Library: Minkel reported that the Friends of the Library had a very successful donation day on March 11.

Tupa brought the board's attention back to the Black Hills Librarians' Mini Conference on April 24 and Davis indicated that this would count towards required training hours for the library's accreditation. Board members may attend for a few hours or the whole day.

ADJOURN

Motion by Jones, second by Tupa to adjourn the meeting at 12:50 p.m.; no further discussion; motion carried unanimously.

UPCOMING DATES AND BOARD TRAINING OPPORTUNITIES

Board Meeting	April 10, 2023
Black Hills Librarians' Mini-Conference	April 24, 2023
Board Meeting	May 8, 2023

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