

Rapid City Public Library Board of Trustees
Board Meeting
Monday, April 10, 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 April 10, 2023 at 12:02 p.m.

Present by roll call: Emily Tupa, Christine Jones, Mary Garrigan, Jim Emmert, Timmi Bubac, and Gary Drewes. A quorum was present. Laura Armstrong arrived at 12:05 p.m.

Absent: None.

Additions or corrections to the agenda:

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

Introduction of Staff:

None.

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, March 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 on meeting room revenue, non-resident accounts, the continued success of merchandise sales, and the annual purge of expired accounts. Budget expenditures are where they should be for this time of year.

In response to a question from Garrigan, the sprinkler heads in the covered parking garage are currently being replaced, but the construction should be complete in a few days.

Timmi Bubac commented favorably regarding sending staff to conferences.

Laura Armstrong arrived.

No further discussion; motion carried unanimously.

ADMINISTRATIVE REPORTS

Director's Report:

Davis reported on the centralized building maintenance that is being developed in the city, the new seed library service, the positive recovery rate for the collection agency, and the current vacancy status.

In response to questions from Christine Jones, Davis said that getting centralized building maintenance up and running is going to be a long process. Maintenance projects would be overseen by a single department in the city rather than the persons responsible for each city owned building. It's too soon to know how this might apply to custodial work. Currently, communication channels have been established and the library will be submitting an initial project to test how this could work.

In response to questions from Garrigan and Bubac, Davis explained that the seed library would be funded through the existing budget and that we would not be accepting seeds back at this point. Once there's a clearer picture of how things will work, we could expand and eventually the program may be volunteer driven. Bubac suggested the city's sustainability committee might be a good source for volunteers.

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

POLICY COMMITTEE

Interlibrary Loan Policy:

Motion by Bubac, second by Emmert to approve changes to the Interlibrary Loan Policy as presented.

Sean Minkel provided an overview of the major changes to the policy including the clarification that only print materials are shared through interlibrary loan and the removal of language that would prevent requesting a copy in a different format if it was required due to accessibility.

No further discussion; motion carried unanimously.

Continuing Education Policy:

Motion by Bubac, second by Emmert to approve changes to the Continuing Education Policy as presented.

Minkel provided an overview of the changes to the policy including the removal of an unnecessary opening paragraph and clarified stipulations relating to when and how requests for reimbursement may be requested. The changes would not have impacted past requests, but they do make the process clear.

In response to a question from Jones, Davis said that someone could apply for reimbursement for a class that started during their initial six months at work and that the funds are provided through the Friends of the Library.

In response to a question from Gary Drewes, the reimbursement is prorated based on hours worked per week.

No further discussion; motion carried unanimously.

FINANCE COMMITTEE

Proposed 2024 Budget:

Motion by Tupa, second by Bubac to approve the 2024 City, County, and Board Fund budgets as proposed.

Davis provided an overview of the proposed budget for 2024 with the increases attributed to salaries, wages & benefits, a new FTE, and operational costs. After the board's approval, the 2024 budget will go to city council, and any changes will be brought back to the board as a revised budget around October.

Bubac asked why the library is not planning on getting a supplement for 2023. In response, Davis said that several wage studies are currently under way, with only the non-union study complete this year. We're continuing as normal now and will have a better idea about where things stand for 2023 in August or September. If needed, a supplement could be requested at that point.

In response to a question from Drewes, Davis responded that we were only seeking one full-time position to assist with the bookmobile and related tasks. In response to a question from Garrigan, the collection for the bookmobile will be both new items and already purchased library items.

No further discussion; motion carried unanimously.

Bookmobile Hybrid Drive Payment:

Motion by Tupa, second by Jones to approve payment to TechOps Specialty Vehicles LLC in the amount of \$98,509.50 for the bookmobile's hybrid drive system.

Davis said that the city's finance office has been helpful while working with TechOps to meet a payment request that was sent. As long as the virtual inspection for the Hybrid Drive is done by April 17, approval can go to the city council meeting and payment will move forward quickly.

Bubac asked why TechOps was asking for payment to be accelerated with all of the experience they have with libraries. Davis said that other libraries, cities, or counties may be able to handle payments differently than we do.

In response to a question from Tupa, Davis said that Black Hills Energy has been extremely helpful and will be providing their expertise for the virtual inspection.

No further discussion; motion carried unanimously.

LIAISON REPORTS

City Council Liaison: Armstrong reported on the upcoming election, the new finance director for the city, a new admin in the mayor's office, and the approval of the new city logo.

In response to a question from Bubac, Armstrong confirmed that they have started interviews for the sustainability coordinator position.

Pennington County Liaison: Drewes reported that the board of equalization would be starting to review appeals on April 11.

Rapid City Library Foundation: Jones reported that one of the members on the Foundation would be leaving this month and asked that if anyone knows someone who might be interested, to let them know about the opening.

Friends of the Library: Nothing to report.

Tupa reminded the group that the April 24 conference at the library counts towards continuing education credits for the board. Davis asked that people register if they want lunch, but otherwise members of the board can just show up and attend any of the training available.

ADJOURN

Motion by Tupa, second by Armstrong to adjourn the meeting at 1:00 p.m.; no further discussion; motion carried unanimously.

UPCOMING DATES AND BOARD TRAINING OPPORTUNITIES

Black Hills Librarians' Mini-Conference	April 24, 2023
Board Meeting	May 8, 2023
Board Meeting	June 12, 2023