

**Rapid City Public Library Board of Trustees**  
**Board Meeting**  
**Friday, May 12, 2023 12:00 p.m.**

The meeting of the Rapid City Public Library Board of Trustees was called to order by Emily Tupa on May 12, 2023 at 12:14 p.m. This was a rescheduled meeting from May 8, 2023 for which there was no quorum.

Present by roll call: Emily Tupa, Christine Jones, Mary Garrigan, and Timmi Bubac. A quorum was present.

Absent: Jim Emmert, Laura Armstrong, and Gary Drewes.

**Additions or corrections to the agenda:**

Terri Davis asked for the Hours of Operation Policy to be added to the policy section of the agenda.

Motion by Tupa, second by Mary Garrigan to approve the agenda with the addition of the Hours of Operation Policy; no further discussion; motion carried unanimously.

**Introduction of Staff:**

None.

**Public Comment:**

Suspension Appeal

Davis provided an overview of the written appeal and evidence leading to a 1-year patron suspension.

In response to a question from Tupa, Davis said that the length of the suspension was determined by the library's suspension schedule. Tupa said that due to the specifics of the incident, it might compare more closely to the length of suspension given for intoxication and asked if it was possible to reduce the length to that amount. Per Davis, a motion would be needed.

Motion by Tupa, second by Christine Jones to reduce the suspension to 6 months; 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, April 10, 2023

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

Motion by Tupa, second by Timmi Bubac to approve the consent calendar as presented.

Davis reported that revenue continues to do well mostly due to the merchandise sales. The library is looking at a different color for library bags. On the expenditure side, the library is a little under the expected percent remaining at this time, which is largely due to the bookmobile. This will be corrected with a revised budget once a couple more bookmobile invoices have been paid. Repair and maintenance are up as a result of items encumbered from 2022.

No further discussion; motion carried unanimously.

## **ADMINISTRATIVE REPORTS**

### **Director's Report:**

Davis reported on the Black Hills Mini Conference, a new gardening and horticulture database launched in conjunction with the seed library, the status of library vacancies, and provided updates for the bookmobile and 2024 budget process.

In regards to the Black Hills Mini Conference, Jones added that she had heard a lot of appreciation from librarians from Lemmon and Bison. She also recommended that strategic planning be a topic for 2024.

In response to questions from Jones, Davis said that there is room to load materials through the wheelchair lift on the back of the bookmobile and we have confirmed that there is enough space for the bookmobile to be parked in the garage.

### **Statistics Summary 1<sup>st</sup> Quarter:**

Davis reported that new borrowers and wi-fi usage are up while there was a decrease in overall patrons and drive-thru use. The decrease in overall patrons is due to the annual purge of expired accounts and drive-thru use is still significantly higher than it was before the pandemic.

In response to a question from Garrigan, library accounts are not purged if there are outstanding fees. In that case, such accounts are moved to a non-statistical category and will only be purged once cleared.

Discussion about whether incident report statistics should be reported to the board was held. Garrigan and Jones indicated that they are often asked if the library is a safe place and that these statistics would help in answering such questions. Davis said that the library keeps both incident reports and a monthly report of police calls for service. The number of incidents compared to the number of people coming in is negligible, but people remember negative incidents much more than positive ones. Davis suggested that information could be added to the annual statistics to the board. Tupa added that in the years she's been on the board, incidents have only very rarely been serious. Davis said that she also encourages patrons to let a staff member know whenever they experience something at the library and it will be addressed.

### **County Statistics Summary 1<sup>st</sup> Quarter:**

Davis reported that the county statistics are consistent with past reports.

### **Strategic Plan Update:**

Sean Minkel provided an overview of the recent accomplishments which included the relaunch of makerspace services, new events, pop-up library changes, partnerships with other organizations, and enhancements to the library building.

### **SDSM&T Senior Design Project:**

Davis reported that the School of Mines Industrial Engineering students had provided their final report and recommendations on sound remediation of the 2<sup>nd</sup> floor. The library will be looking at implementing some of these changes in the future.

In response to a question from Jones, Davis indicated that the possible layout change presented in the report would come at a significant cost.

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

## **POLICY COMMITTEE**

### Policy Review:

Motion by Bubac, second by Jones, to acknowledge the policy review of the Local History Room; no further discussion; motion carried unanimously.

### Hours of Operation Policy:

Motion by Bubac, second by Tupa to add Juneteenth and Native American Day as days the library is closed in the Hours of Operation Policy, contingent upon approval by the City Council.

Davis said that this item was added for approval at this board meeting to ensure there is enough time to make the necessary updates at the library if the city moves forward. If the City Council chooses not to adopt the new holidays, then nothing will change in the library's Hours of Operation. If they do, and the library board approves, then these holidays will be added. If the City Council adopts the new holidays, but the library board does not, then library employees would receive two additional floating holidays.

In response to questions from Jones, Davis said that the city takes Good Friday as a holiday while the library does not.

No further discussion; motion carried unanimously.

## **LIAISON REPORTS**

City Council Liaison: No report provided.

Pennington County Liaison: No report provided.

Rapid City Library Foundation: Nothing to report.

Friends of the Library: Minkel reported that the Friends of the Library have been focusing primarily on training new volunteers and getting donations for the book store. With the help of a new volunteer, they have a Facebook page up and running. They are also considering another donation drive in the near future.

## **ADJOURN**

Motion by Bubac, second by Jones to adjourn the meeting at 1:07 p.m.; no further discussion; motion carried unanimously.

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

Board Meeting	June 12, 2023
Board Meeting	July 10, 2023