

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

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

Absent: Mary Garrigan and Gary Drewes.

Additions or corrections to the agenda:

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

Introduction of Staff:

Alyssa introduced herself as a new Library Associate I and provided a brief overview of her background.

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, May 12, 2023

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

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

Terri Davis provided a current financial overview including revenue and expenditures. Increased expenditures compared to 2022 are due to the growth of salaries and wages and an earlier payment of the Overdrive Book Platform fee. Revenue for the library’s merchandise continues to do well and some savings have been identified for internet and firewall access by working with City IT. Lastly, the library has been dealing with roof leak issues. In response to a question from Armstrong, Davis indicated that the library is working with Rod Johnson to track leaks and ensure the library is prioritized appropriately for a new roof.

No further discussion; motion carried unanimously.

ADMINISTRATIVE REPORTS

Director’s Report:

Motion by Armstrong, second by Emmert acknowledge the report.

Davis provided updates for the Summer Reading Kickoff, the statewide courier system, the bookmobile, the need for a different board date in October, and current staff vacancies. Summer reading events have seen increased attendance

after a marketing push. In June, the state library notified libraries in South Dakota that the courier they have contracted with would be discontinuing its services. As a result, both the state library and the Black Hills Library Consortium are investigating options to transport shared materials. Currently, all of the Library Associate I positions are filled, but two staff members have notified us they will be leaving in the upcoming months.

In response to a question from Tupa, Davis said that the courier system used to come 3 times a week, picking up approximately 10 boxes per week. More recently, they have been coming twice a week. Items that go to out-of-state libraries cannot use the courier system and are sent via mail.

In response to questions from Armstrong and Jones about staffing, Davis replied that the difference between the Library Associate I and Library Technician position is a required bachelor's degree and flexibility to work throughout the building on the part of Library Associate I's. Library Technicians primarily work in circulation at the front desk or drive-thru and process returned materials. The library is interviewing a candidate for the vacant facilities position.

No further discussion; motion carried unanimously.

POLICY COMMITTEE

Donation Policy:

Motion by Timmi Bubac, second by Jones to approve changes to the Donation Policy as presented.

Sean Minkel explained that the first change to the policy eliminates language that indicated materials given to other community organizations could only be used for sale or discard. The second change to the policy updates language such that only donations for formats the library is currently circulating will be accepted. In practice, the new language removes the need to list outdated formats in the policy.

Davis added that while the policy may not prevent patrons from dropping off unwanted materials, it does give us guidelines to address these issues.

No further discussion; motion carried unanimously.

Rules of Conduct:

Motion by Bubac, second by Armstrong to approve changes to the Rules of Conduct as presented.

Davis said that the first change to the policy is intended to address issues with patrons failing to notify staff at the time inappropriate behavior is observed. The second update requires appropriate attire in the library to prevent disruption and ensure safety. Lastly, loitering at the staff entrance or in the covered parking area is becoming an issue as it causes disruptions and leads to other rules of conduct violations. People take shelter in these areas from the weather, but there are better places inside the library to do that.

In response to a question from Jones about railing in the covered garage, Davis said that the railing would discourage patrons from stepping off of the sidewalk in front of cars using the drive-thru.

Bubac asked for clarification on the 30-foot petition rule in the policy. Minkel explained that he had reviewed South Dakota Codified Law and City Ordinance, but had not been able to find any specific language relating to 30 feet. Davis said that the library does have lines painted at the 30-foot mark based on practices by another city department and as it related to the prior smoking rule. Emmert asked if people were required to get a license to petition. Davis said that based on past experience, there doesn't seem to be such a requirement.

In response to a question from Alyssa, children's attire would be subject to staff interpretation of the policy and there will be staff discussion about this policy update before it goes live.

No further discussion; motion carried unanimously.

LIAISON REPORTS

City Council Liaison: Armstrong reported on the election last Tuesday and new people will be sworn in on July 3rd. Since there is a new council, this will be Armstrong's last meeting.

Pennington County Liaison: No report provided.

Rapid City Library Foundation: Jones reported that officers of the Black Hills Area Community Foundation came to the Foundation meeting and spoke about the Foundation's funds and a couple of grant opportunities. Davis indicated that she was aware that while the Foundation did not get one of the grants for charging benches, there is another opportunity in the works. Jones added that Black Hills Power has been very helpful with the bookmobile project and Davis said that their fleet manager has assisted with a virtual inspection and provided guidance.

Friends of the Library: Nothing to report.

Bubac indicated that she won't be present at the next board meeting.

Armstrong commended Tupa and Davis for their acknowledgement, effective communication and the positive outcome to a recent citizen interest form.

Emmert said that his board position will be open this fall as he has taken a new job and will not be seeking another term on the library board.

Tupa thanked Armstrong for her time on the library board. Davis added that it has been valuable to have someone as a council liaison who is also an engaged library user.

ADJOURN

Motion by Armstrong, second by Jones to adjourn the meeting at 12:54 p.m.; no further discussion; motion carried unanimously.

UPCOMING DATES AND BOARD TRAINING OPPORTUNITIES

Board Meeting	July 10, 2023
Board Meeting	August 14, 2023
SDLA Conference	September 27-29
Board Meeting	October Date TBD