

Rapid City Public Library Board of Trustees
Board Meeting
Monday, July 17, 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 July 17, 2023 at 12:01 p.m.

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

Absent: None.

Additions or corrections to the agenda:

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

Introduction of Staff:

None.

Public Comment:

Suspension Appeal

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

Responding to a question from Garrigan, Minkel explained that the length of the suspension was set at one year due to the serious nature of the offense.

In response to questions from Jones, Minkel said that individual would be notified of the appeal denial by mail and that suspension letters explain the behavior which leads to each suspension.

Motion by Lindsay Seachris, second by Jim Emmert to uphold the suspension; 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, June 12, 2023

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

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

Minkel explained that merchandising and printing continues to be popular. Nonresident accounts are not declining as expected with the access restrictions for e-books, which may indicate that these accounts are being created primarily to access the library’s print materials. Expenditures are 4% off of where they should be at this time of the year, mostly due to increases in employee wages and benefits. Capital Outlays are up, largely due to the annual e-book platform fee and a recent purchase. Repair and maintenance are also higher due to a renovation that was encumbered in 2022 and paid this year.

Jones asked if there was a significant increase in the annual fee for the e-book platform. Minkel explained that it was the same but it was paid earlier than last year.

Jones asked if the library would be asking for a supplement from the city. Minkel said it is a possibility if necessary.

No further discussion; motion carried unanimously.

ADMINISTRATIVE REPORTS

Director's Report:

Motion by Jones, second by Garrigan acknowledge the report.

Minkel spoke about new services, a Makerspace training opportunity for the board, library roofing maintenance, a bathroom remodel, and vacancies. He also provided an overview of adverse incidents from January through June 2023. With the library sometimes seeing up to 1,000 entries in a day, the percentage of incidents is low – roughly 1 out of 300 people that come in require intervention from staff or security.

In response to Garrigan saying that she had already taken advantage of Makerspace training, Minkel said that we would track that for the required board training.

Bubac asked why it would be taking a couple of years to replace the roof and Tupa asked if any materials have been damaged due to leaks. Minkel explained that repairs are made as needed, but replacing the entire roof of the library requires more planning and time. Typically, the leaks are small and occur near the edges of the building, so materials haven't been damaged recently.

In regards to the bathroom remodel, Seachris asked if we needed to go out for bids. Minkel replied that the quotes had so far come in below the bid requirement.

Tupa mentioned that she found the adverse incident statistics shocking even with the small percentage and it is good for the board to know what staff experience daily. Emmert added that it was a credit to the staff that these incidents are not being read about in the papers and that staff are doing well de-escalating situations.

In response to a question from Garrigan about the low number of security initiated reports, Minkel pointed out that staff are stationed throughout the building and more likely to see and address incidents before security is aware. Security is more likely to come across issues outside the building while they're doing their patrols or get involved at staff's request.

Jones pointed out that security may be a deterrent but it is hard to know how much of an effect it has. Minkel said that greeting everyone, whether by security or staff is a known deterrent.

Garrigan asked if the library would consider not filling a position to help with the excess spending on salaries and wages. Minkel said that this isn't being considered at this time as the library will need more staffing to cover the bookmobile and that building maintenance is suffering somewhat due to the vacant custodial position. Garrigan mentioned that weeding in front of the building is needed and Minkel replied that this was already being discussed with maintenance staff. In response to a question from Bubac about incentivizing the custodial position, Minkel said that the wage was recently increased to match what other custodial positions in the city make and that has led to more applicants. In response to questions from Seachris, Minkel explained that we had contracted with Black Hills Works in the past, but they had ended the contract and that the position requires more cleaning than maintenance. Bubac added that Black

Hills Works might be worth keeping in mind for the future. Jones asked if the library would consider volunteers to clean the library. Minkel explained that we do have a few volunteers that do light cleaning, but the primary need is for cleaning areas like bathrooms. Garrigan stated that she would be willing to volunteer with weeding and gardening outside on a Saturday.

No further discussion; motion carried unanimously.

LIAISON REPORTS

City Council Liaison: Seachris

Lindsay Seachris introduced herself as the new city council liaison. She met with Terri last week for an update about the library priorities. She is the new representative for Ward 2, replacing Ritchie Nordstrom. Seachris has worked in the Mayor's Office and hopes that her experience will help with a smooth transition.

Pennington County Liaison: Drewes reported that the County Budget for 2024 has been preliminarily adopted.

Rapid City Library Foundation: Jones reported that Matt Seidl is a new Foundation member from Black Hills Power. She added that the Foundation is still looking at potential new projects to fund and is seeking members who have experience working with finance or investments.

Friends of the Library: Sean Minkel reported that the Friends of the Library have been doing very well in the bookstore, have done a few sales on DVDs & books on CD, and are planning a donation day in August.

ADJOURN

Motion by Tupa, second by Seachris to adjourn the meeting at 12:47 p.m.; no further discussion; motion carried unanimously.

UPCOMING DATES AND BOARD TRAINING OPPORTUNITIES

Board Meeting	August 14, 2023
Board Meeting	September 11, 2023
SDLA Conference	September 27-29