

Rapid City Public Library Board of Trustees
Board Meeting
Monday, August 14, 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 August 14, 2023 at 12:01 p.m.

Present by roll call: Emily Tupa, Jim Emmert, Timmi Bubac, and Lindsey Seachris. A quorum was present. Mary Garrigan arrived at 12:07 p.m.

Absent: Christine Jones and Deb Hadcock.

Additions or corrections to the agenda:

Motion by Lindsey Seachris, second by Jim Emmert 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.

DRAFT

Consent Calendar Items:

Approve Minutes from the Library Board of Trustees Meeting, July 17, 2023

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

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

Davis reported that revenue continues to do well. Expenditures are up primarily due to salaries, wages, and benefits that increased after the budget for 2023 was already approved. A bequest given to the Library Foundation may be used to supplement materials purchasing for 2023.

In response to a question from Bubac, Davis said the library has built credibility for fiscal responsibility and management through the years and would only ask for a supplement from the city’s general fund if necessary. At this time, the current budget situation does not impact the public services or staff.

Mary Garrigan arrived at 12:07 p.m.

Emmert asked Seachris if this was similar to other city departments this year. Seachris said that other departments have been asked to take on as much as they can with their budgets, but she hasn’t seen recent supplemental requests as being due to salaries and wages. Seachris added that the city is going into budget review for 2024.

Bubac said that while she approves of the library's fiscal responsibility, it's also important that the value of the library be seen and that the library does not become a martyr to balance the city budget. It's important that the city knows that the library is not asking for a supplement because it may use other available funds.

In response to a question from Seachris, Davis said that next year's budget as currently outlined is sufficient, but the impact of the union negotiations is also unknown at this time.

No further discussion; motion carried unanimously.

ADMINISTRATIVE REPORTS

Director's Report:

Motion by Bubac, second by Emmert to acknowledge the administrative reports.

Davis reported that the library is looking into some potential grants for reciprocal borrowing, the bookmobile completion may be delayed into February 2024, and that there's been good media coverage this month. Vacant positions for the Custodial Maintenance Worker, Library Technician, and Library Associate I have been filled. However, one Library Associate I and two Library Associate II positions are open.

Discussion was held on the impact of Hope Center users on behavior incidents. In response to a question from Seachris, Davis indicated that the security contract started in 2013 for staff and public assurance. The data reported last month indicates that staff address the majority of issues without involving security.

Statistics – 2nd Quarter:

Davis reported that the overall statistics are positive. There was a decrease in the drive-thru use, but it's still higher than it was pre-COVID. Social media engagement weighs in significantly for community engagement.

Statistics – County 2nd Quarter:

The pattern established on the county report continues with roughly 20% of the library's use being by county residents.

Statistics – Events 2nd Quarter:

The number of events held as well as attendance at events is trending upwards across the board.

Strategic Plan Update:

Sean Minkel gave an overview of the strategic planning update including the new services, the launch of laser engraving, social media improvements, and updates to the library's entry and automated return.

No further discussion; motion carried unanimously.

POLICY COMMITTEE

Computer Use Policy:

Motion by Bubac, second by Mary Garrigan to approve changes to the Computer Use Policy as presented.

Minkel explained that the update to the policy removes a 3-hour limit on daily use in favor of flexibility to adjust the total time as needed. Currently, there is room to allow library patrons to use more time on the computers.

No further discussion; motion carried unanimously.

Rules of Conduct:

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

Davis said that the library already has Terms of Use on its social media sites, but there wasn't a clear method to address negative interactions and there have been instances of inappropriate use or pushing of agendas that have nothing to do with library posts. After consulting with the city attorney, this change would move the Terms of Use into the Rules of Conduct so that issuing a suspension of library services is a clear option. A suspension for violating the Terms of Use would result in the loss of social media posting rights.

In response to a question from Bubac, Davis clarified the sections of the policy that would specifically address the inappropriate use that has been noted.

No further discussion; motion carried unanimously.

LIAISON REPORTS

City Council Liaison: Seachris reported that the 2024 budget will be presented by Mayor Salamun on the 21st.

Pennington County Liaison: No report provided, but Davis notified the board that Deb Hadcock would be taking over as the County liaison from Gary Drewes.

Rapid City Library Foundation: Nothing to report.

Friends of the Library: Sean Minkel reported the Friends had a successful donation day at the library and continue to do well in the bookstore.

Davis provided the board with copies of the South Dakota Library Association Conference agenda and asked them to let her know if they're interested in attending for training. Rapid City Public Library is acting as the local arrangements committee and we hope to have good attendance from staff and the board.

Davis said that the October board meeting will always coincide with Native American Day going forward and a new date for the meeting needs to be determined. After discussion, the board agreed to set future meeting dates in October to the third Monday of the month.

ADJOURN

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

UPCOMING DATES AND BOARD TRAINING OPPORTUNITIES

Board Meeting	September 11, 2023
SDLA Conference	September 27-29
Board Meeting	October 16, 2023