

Rapid City Public Library Board of Trustees
Board Meeting
Monday, September 11, 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 September 11, 2023 at 12:02 p.m.

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

Absent: Jim Emmert, Mary Garrigan, and Deb Hadcock.

Additions or corrections to the agenda:

Motion by Lindsey Seachris, second by Timmi Bubac to approve the agenda as published; no further discussion; motion carried unanimously.

Introduction of Staff:

Sophie and Niko introduced themselves as the library's newest staff members and spoke briefly about their experience and what brought them to Rapid City Public Library.

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, August 14, 2023

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

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

Davis reported that revenue has increased due to the sale of merchandise, which includes copies, while expenditures continue to be monitored closely as the end of the year approaches. Expenditures are up, largely due to increased salaries & benefits.

In response to questions from Jones, Davis indicated that some Library Foundation funds designated for materials are being used for collections purchasing; the library is maintaining its normal expenditures for eBooks, but purchasing typically starts to slow down towards the end of the year. Jones followed up by asking if it was possible to reduce eBook purchasing if needed. Davis said that eBooks and eAudios are some of the most popular collections, and the library is currently fine based on what has been allocated by the Foundation. Bubac added that she's received feedback which indicates strong demand for eBooks and purchasing more copies of items on hold, especially with longer books. Davis said that there are options to check out eBooks for different lengths of time which might help with longer books and that some eBooks have copyright or publisher restrictions which make them more expensive.

No further discussion; motion carried unanimously.

ADMINISTRATIVE REPORTS

Director's Report:

Motion by Bubac, second by Jones to acknowledge the director's report.

Davis reported on a proposal to the Library Foundation for acoustical remediation to address noise issues and the current library vacancies.

Bubac commented that it was positive that SDSM&T had assisted with the noise reduction project. Davis added that if the Library Foundation approves, some of the remediation may be done by the end of the year.

In response to questions from Tupa and Seachris, the Library Technician position is the most entry level library position and adjustments to the union pay matrix will affect both current and new employees.

Jones asked for an update on the 2024 budget process. Davis said that there were no changes to the library budget, but the city council would be doing a second reading next Monday since other changes were made in the overall city budget.

No further discussion; motion carried unanimously.

FINANCE COMMITTEE

Authorization to submit grant:

Motion by Tupa, second by Bubac to authorize submission of a grant to the Institute of Museum and Library Services (IMLS) for planning expansion of Black Hills Library Consortium (BHLC) services.

Davis said that this grant provides an opportunity to investigate the extension of reciprocal borrowing in the consortium. Currently, reciprocal borrowing occurs between the four libraries in Pennington County and between Rapid City and Sturgis, but there has been interest from the other members to expand this collaboration. If awarded, the grant would fund planning, look into updated policies, and investigate financial compensation. Expansion of the consortium to other libraries in West River is also a possibility. This is the first step in the process and there's no fund matching required.

Seachris asked for confirmation that this grant would not obligate the library to anything during the planning stages. Davis affirmed this and added that it might develop into a resource that would help other library consortiums.

Jones added that this fits with her personal vision of Rapid City Public Library being a leader for the region and providing resources. Davis said that Rapid City Public Library does seek to be a leader, but does not want to take over local control from the other libraries. Tupa added that having a third party investigate these options through the grant also keeps Rapid City Public Library out of that position.

No further discussion; motion carried unanimously.

POLICY COMMITTEE

News Media Policy:

Motion by Bubac, second by Tupa to approve updates to the News Media Policy as presented.

A brief discussion occurred indicating that the changes are only a clean-up of the language.

No further discussion; motion carried unanimously.

Registration Policy:

Motion by Bubac, second by Seachris to approve updates to the Registration Policy as presented.

Davis said that Sam Slocum recommended this change to extend library access to city employees living outside of the county. In discussion with Human Resources, there are currently 168 city employees that this could potentially impact.

No further discussion; motion carried unanimously.

LIAISON REPORTS

City Council Liaison: Seachris reported that the 2nd review of the budget was done at the last meeting, but changes for both early childhood education and funding for a sports commission will require another reading to occur on September 18th.

In response to a question from Bubac, there was a discussion on the Hope Center decision made by the city council.

Pennington County Liaison: No report provided.

Rapid City Library Foundation: Jones reported that the Foundation voted to provide funding for collections over the course of the next two months, with the possibility of more if needed. There are also two new potential members for the Foundation.

Friends of the Library: Minkel said that the Friends are doing well, and there's nothing new to report. In response to a question from Bubac, items can be donated any time the library is open.

Davis added that there's free training for library directors, staff, and trustees on policies and procedures hosted in Sturgis from 10:00-3:00 on October 13. The library board needs 45 hours of training every 3 years for accreditation. Another opportunity for training will be coming up next year at the Black Hills Mini-conference.

ADJOURN

Motion by Jones, second by Bubac to adjourn the meeting at 1:03 p.m.; no further discussion; motion carried unanimously.

UPCOMING DATES AND BOARD TRAINING OPPORTUNITIES

SDLA Conference	September 27-29
Training Opportunity (Sturgis Library)	October 13, 2023
Board Meeting	October 16, 2023
Board Meeting	November 13, 2023