

Rapid City Public Library Board of Trustees
Board Meeting
Monday, October 16, 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 October 16, 2023 at 12:05 p.m.

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

Absent: Deb Hadcock and Lindsey Seachris.

Additions or corrections to the agenda:

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

Introduction of Staff:

None.

Public Comment:

Suspension Appeal:

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

Motion by Mary Garrigan, second by Emmert to uphold the suspension; no further discussion; motion carried unanimously.

Suspension Appeal:

Davis provided an overview of the written appeal and evidence leading to a 6-month patron suspension.

Motion by Bubac, second by Garrigan 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, September 11, 2023

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

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

Davis reported that library revenue is still up, but the remaining 2023 expenditures are being watched closely. The largest remaining expense is salaries & wages. If a supplement request is needed, it will be brought to the November board meeting for discussion.

In response to a question from Garrigan, Davis said the library’s Library Associate II vacancies will be left open for the rest of the year, due to both budget and a lack of qualified applicants.

In response to questions from Bubac, Davis replied that a bequest from the Foundation is being used to pay for materials for the remainder of this year and if a supplement was requested from the city, any leftover money at the end of the year would return to the city's general fund.

No further discussion; motion carried unanimously.

ADMINISTRATIVE REPORTS

Director's Report:

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

Davis reported on the upstairs acoustical remediation project, the current vacancies, and let the board know that Brady Jones received the 2023 South Dakota Library Association Support Staff of the Year award. An applicant for the current Library Associate I vacancy will be shadowing later this month.

No further discussion; motion carried unanimously.

Library Board Terms:

Davis reported that Jim Emmert's position on the board would be ending in 2023 and she would be meeting with the mayor on Wednesday to talk about the vacancy. In response to a question from Davis, Tupa opted to continue on the library board for another term.

FINANCE COMMITTEE

2023 Budget Supplement:

Motion by Tupa, second by Bubac to supplement the Library Board budget by \$149,662, using already existing funds to cover invoices for the bookmobile.

Davis explained that the money is already set aside in the Library Board Revenue account, similar to a savings account, but needs to be moved into the budget to pay for the bookmobile. These costs were not budgeted previously, in order to be done once exact amounts are known.

No further discussion; motion carried unanimously.

2023 Budget Supplement:

Motion by Emmert, second by Tupa to authorize Davis to request up to \$100,000 from the city's general fund if needed as a supplement to the 2023 budget.

In response to a question from Garrigan, Davis said that she and Assistant Director Sean Minkel will continue to closely monitor the budget, and only request any amount needed. She will report to the board in November to update on the amount requested, if any.

No further discussion; motion carried unanimously.

2024 City Budget Final Approval:

Motion by Tupa, second by Bubac to approve the 2024 City budget as revised.

Davis said that the board approved the budget for 2024 in April. Since then the city had increased their appropriation by approximately \$3500 due to some changes in group health insurance pricing and interdepartmental charges for city computers; that action requires re-approval by the Library Board.

In response to a question from Garrigan, Davis explained that the cost for computers had been reduced as the library has fewer computers and some are less expensive than previous versions.

No further discussion; motion carried unanimously.

POLICY COMMITTEE

Policy Reviews:

Motion by Bubac, second by Tupa to approve changes to the Computer Use and Displays and Art Policies as presented.

Davis explained that a staff work team looked at inclusive and clear language and recommended these changes.

No further discussion; motion carried unanimously.

LIAISON REPORTS

City Council Liaison: Nothing to report.

Pennington County Liaison: Nothing to report.

Rapid City Library Foundation: Jones reported that the Foundation would be meeting on October 17 and there would be a new member orientation. Jones encouraged everyone to talk with their loved ones about making a bequest to the library.

Friends of the Library: Minkel reported that the Friends of the Library continue to do well raising support through sales in the bookstore and online. Their annual meeting is coming up in November.

EXECUTIVE SESSION

Motion by Jones, second by Garrigan to enter executive session at 12:39 p.m. for the purposes of staff performance review pursuant to SDCL 1-25-2(1); no further discussion; motion carried unanimously.

Motion by Jones, second by Garrigan to leave executive session at 12:57 p.m.

Motion by Emmert, second by Bubac to approve comments and ratings for Terri Davis' review and to send it to Human Resources; no further discussion; motion carried unanimously.

ADJOURN

Motion by Emmert, second by Jones to adjourn the meeting at 12:58 p.m.; no further discussion; motion carried unanimously.

UPCOMING DATES AND BOARD TRAINING OPPORTUNITIES

Board Meeting
Board Meeting

November 13, 2023
December 11, 2023