

Rapid City Public Library Board of Trustees
Board Meeting
Monday, November 13, 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 November 13, 2023 at 12:01 p.m.

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

Absent: Deb Hadcock.

Additions or corrections to the agenda:

Motion by Timmi Bubac, 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.

Consent Calendar Items:

Approve Minutes from the Library Board of Trustees Meeting, October 16, 2023

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

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

Davis reported on the positive status of the 2023 budget, described a virtual inspection and charge related to the bookmobile, and notified the board that the library would stop using Library Foundation funds to supplement the 2023 collection purchases.

Garrigan asked for clarification on the bookmobile costs. Davis replied that the virtual inspection showed that Techops Specialty Vehicles has completed attaching the box to the truck chassis. The next step will be the installation of shelving and customized equipment to make the vehicle into a functional bookmobile. The already allocated funds for that final fit out will be moved into the 2024 budget, with payment made once the bookmobile is complete.

In response to a question from Tupa, the Library Foundation’s assistance for materials purchasing was through a bequest held by the Foundation. Those invoices were paid for directly by the Foundation and were not transferred to the city.

In response to a question from Jones, the Friends of the Library reimbursement is a pass-thru line item for materials that are sold from the bookstore; the same kind of pass-thru is in place for the Literacy Council.

No further discussion; motion carried unanimously.

ADMINISTRATIVE REPORTS

Motion by Emmert, second by Lindsey Seachris to acknowledge the administrative reports.

Davis reported on recent meetings in the community, damage that was caused to the library by an RV, and the current staff vacancies. A forum for sheltering homeless individuals was attended by Sean Minkel, and she and Sam Slocum attended a meeting with the Sheriff Department's Ignite program. Davis indicated that the last Library Associate I vacancy has been filled and the remaining Library Associate II positions will be re-opened towards the end of the year.

In response to a question from Garrigan, Davis said that the Hope Center will be closing on December 8 and the library is preparing for any potential impacts of that closure. Garrigan asked if it might be worthwhile to push for improved availability of library resources for inmates. Davis said that library accessibility has already improved, but the challenge is the inmates' lack of literacy skills; she has had discussion with the Literacy Council and there is some hope they will be tutoring inmates in the future. In response to a question from Seachris, Davis said that she had already provided resources to the prison library that would help them to determine reading levels for their materials more easily.

Statistics reports: Davis reported that the library is starting to move past the impacts of COVID. As a result, statistics are starting to return to the rate of growth seen in the past.

Jones asked about the 4% increase in new library accounts. Davis said that this number is a comparison to the last quarter and is also affected by expired account purges. Davis added that she expects new library accounts to increase once the bookmobile is in the community.

In response to a question from Seachris, the materials use numbers on the Pennington County report are based on a quarterly comparison. Davis added that the report shows about 20% of the use is from county users and has remained relatively consistent for years.

Davis said that events statistics are still positive overall, but a drop in teen event attendance has led the teen librarian to re-examine what is planned, conduct surveys, and speak with teens one-on-one to see what will be more successful in the future.

Strategic Plan Update: Sean Minkel provided an overview of the accomplishments since the last update including a couple of successful community events, the implementation of StackMap to help patrons find resources in the library, marketing done for Ellsworth Air Force Base residents, the new quiet zones in the library, and changes to the covered parking garage made for safety and to discourage negative behavior.

No further discussion; motion carried unanimously.

FINANCE COMMITTEE

Motion by Tupa, second by Bubac to waive outstanding fees of \$63,446 on old library accounts and purge those expired accounts.

Davis explained that this amount is much lower than what used to be waived on an annual basis and the last waiver was done in 2018. The decrease in unrecoverable accounts demonstrates the effectiveness of using a collection service. The items in this purge are for older accounts with small outstanding charges that go back to 2012. There are accounts not included in this report that are still being reviewed to determine if they are worth sending to collections. The accounts with the highest charges date back to a time when the library had no limits on the number of items that could be checked out.

In response to a question from Bubac, Davis said that a person who has had their account cleared would be allowed to get a new account if they returned to the library.

In response to questions from Seachris, Davis said that the accounts that are being recommended for this purge are from accounts old enough that it's unlikely the patrons will be returning. The library used to send city attorney notice letters to patrons who had these charges, but it has since transitioned to a collection agency which is showing a much better return on investment.

No further discussion; motion carried unanimously.

POLICY COMMITTEE

Motion by Bubac, second by Garrigan to approve changes to the Collection Development Policy as presented.

Davis explained that the changes are related to reconsideration of materials and are intended to strike a balance between allowing reconsideration and ensuring that the library has the necessary information and time to respond to requests in a timely manner.

In response to a question from Bubac, Davis explained how the ad hoc committee process works. If the library was to receive multiple requests at the same time, they would be handled one at a time. In response to a follow-up question, staff are selectors for the collection, but there is still oversight from peers and supervisors.

Jones brought up a concern regarding one member of the library board being on the ad hoc committee and then voting on that decision if it was appealed. Davis said that this is a standard committee format. Garrigan added that any member of the ad hoc committee could recuse themselves if that situation was to come up. Bubac said that part of being on the library board involves accepting responsibility for this kind of decision and if there wasn't a board member on the ad hoc committee, then the board wouldn't have anyone with a more intimate knowledge of the item to help with discussion.

After this discussion, Jones said that she supports the review process.

In response to a question from Davis, Jennifer Utter indicated that if a member of the public requested details on the individuals involved in a decision, those personnel details could be withheld pending a court order.

Bubac asked if it was possible to change the wording in the policy where it says, "Library Board Policy Committee" member to "Library Board Member" since it wouldn't always be the Policy Committee member who is part of the ad hoc committee. Davis agreed.

Motion by Bubac, second by Emmert to amend the motion; no further discussion; motion carried unanimously.

Motion by Bubac, second by Jones to approve the 2024 Hours of Operation as presented.

Davis explained that the changes to the 2024 Hours of Operation include the addition of bookmobile hours, the Juneteenth and Native American Day holidays, and closing early on New Year's Eve. After discussion on closing early for New Year's Eve, it was determined that the board was in favor of closing at 3:00 p.m. on both New Year's Eve and the day before Thanksgiving, as well as on Christmas Eve.

Motion by Bubac, second by Tupa to amend the motion; no further discussion; motion carried unanimously.

LIAISON REPORTS

City Council Liaison: Seachris reported that the city council is expecting rate increases over the next 5 years to bring them in line with costs. Mayor Salamun has been working with the community to address the homelessness issue and find ways to replace some of the services that will be lost with the Hope Center closing. The largest need right now seems to be transitional housing and support to work on life skills and employment. Other than that, the city just surpassed the 400 million mark for building permits. Sales tax has been a steady increase year over year. Seachris added that she was also assigned to the Youth City Council.

Pennington County Liaison: No report provided.

Rapid City Library Foundation: Jones reported that Davis provided an orientation for the new members at the last meeting, the new treasurer has been very thorough regarding monthly reporting, and the Foundation has been covering materials purchasing and noise abatement for the library. The Foundation is looking for a new project to support.

Friends of the Library: Minkel reported that the Friends of the Library passed their budget and elected a new president and vice president for 2024 at their annual meeting. They continue to focus on the bookstore and training volunteers.

Davis said that the board date for January 2024, is to be determined, and there will be more information as January approaches. Tupa said that Wednesday, the 17th is one possibility that board members should keep open.

As it was Jim Emmert's last meeting, Tupa thanked him for his service on the library board, Davis thanked him for attending the training opportunities that have been offered, and Jones added that she appreciated his thoughtfulness.

ADJOURN

Motion by Garrigan, second by Emmert to adjourn the meeting at 1:17 p.m.; no further discussion; motion carried unanimously.

UPCOMING DATES AND BOARD TRAINING OPPORTUNITIES

Board Meeting

December 11, 2023

Board Meeting

January, 2024 TBD