

Rapid City Public Library Board of Trustees
Board Meeting
Monday, December 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 December 11, 2023 at 12:00 p.m.

Present by roll call: Emily Tupa, Timmi Bubac, Christine Jones, Mary Garrigan, Beth Brekhus, and Lindsey Seachris. A quorum was present. Beth Brekhus introduced herself as the newest Board member, and other members introduced themselves and welcomed her.

Absent: Deb Hadcock.

Additions or corrections to the agenda:

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

Introduction of Staff:

Nicole Jones introduced herself as the library's newest Library Associate and provided some information on her background and prior work.

Public Comment:

Suspension Appeal:

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

Discussion followed on the details of the patron's behavior, lengths of prior suspensions, and whether suspended patrons could be told what evidence or actions might lead to a successful appeal. Davis indicated that she's been working with the Care Campus and could follow up with them. Jennifer Utter provided an overview of the vetting process for library suspensions, and cautioned the board against involvement in the recovery process for individual patrons.

Motion by Tupa, second by Seachris to deny the appeal; 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.

Discussion followed on the library's rules of conduct pertaining to persons required by law to register as sex offenders.

Motion by Tupa, second by Garrigan to deny the appeal; 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. Davis explained that the patron had taken accountability and returned the materials in question.

Discussion followed on reducing the suspension based on the accountability the patron had taken. In response to a question from Jones, this suspension was issued on December 4, 2023. Jones and Seachris indicated that they would support reducing the suspension to one month rather than overturning it entirely. Bubac indicated she appreciated that the patron had taken some responsibility for the behavior.

Motion by Garrigan, second by Jones to reduce the suspension to one month; 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, November 13, 2023

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

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

Davis reported that revenue continues to be up and the library is much closer to where it should be for end of year funds. Salaries and wages are still over what was originally budgeted.

Beth Brekhus asked about the timing of the salary negotiations in relation to the 2023 budget. Davis explained that pay increases for union and non-union staff came in after the 2023 budget had been approved. Bubac added that other departments had requested supplements. Davis said that a bequest from the Library Foundation made up the difference for the library in 2023 and prevented the need for the library to request a supplement.

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 the library’s social media, meetings with the Care Campus about library services for their clientele, the acoustical remediation project, ongoing media coverage, and library vacancies. The current vacancies will be posted in the next couple of weeks.

Jones asked about recognition for staff that were involved in the social media work. Davis explained that the city has a Cheers for Peers program for recognition that also involves prize drawings.

In response to a question from Jones, Davis indicated that feedback from custodial staff now that all of the positions have been filled has been positive and the library continues to identify efficiencies for their work.

No further discussion; motion carried unanimously.

POLICY COMMITTEE

Registration Policy:

Motion by Bubac, second by Tupa to approve changes to the Registration Policy as presented.

Davis explained that the changes to the policy were made to include a provisional account and consolidate information in several policies. The provisional account simplifies the registration process for people who are experiencing homelessness or are in transitional housing, but limit access to two items at a time and computer use. The other significant change to the policy eliminates the monthly payment option for non-resident accounts as this has been leading to significant loss of materials.

In response to a question from Brekhus, the revenue for the non-resident accounts has gone down in recent years, but this is primarily because of changes to the contract for digital materials. The revenue from non-resident accounts is not significant.

Bubac said that paying the entire non-resident fee at once may be seen as a large expense, but the change makes sense. Tupa added that it's unlikely for the non-resident fee to impact low income patrons. Davis added that the proposed provisional account should be a benefit to low income patrons.

In response to a question from Brekhus, Davis said that three organizations have stepped up to provide mailing services for patrons previously using the Hope Center.

No further discussion; motion carried unanimously.

Lending and Fees Policy:

Motion by Bubac, second by Tupa to approve changes to the Lending and Fees Policy as presented.

Sean Minkel provided an overview of the changes to the policy including consolidation of information from the registration and makerspace policies, and the new calculation for a non-resident fee. Davis added that the new policy also includes information on the State Park Passes which were previously a pilot program.

In response to a question from Garrigan and Jones, Davis said that the library currently provides five State Park Passes, the service has been popular, and it's likely the same number will initially be provided in 2024, with the possibility of adding more during the year.

No further discussion; motion carried unanimously.

PCI Compliance Policy:

Motion by Bubac, second by Garrigan to approve changes to the PCI Compliance Policy as presented.

Davis explained that we're required to have a PCI Compliance Policy to permit credit card transactions. Minkel provided an overview of PCI Compliance and the library's current practices, network security, and requirement for PCI compliant devices. Staff are trained to use credit cards securely and procedures are reviewed annually.

No further discussion; motion carried unanimously.

LIAISON REPORTS

City Council Liaison: Seachris reported that the city council is working on the utility rate study with proposed increases, which will help fund significant capital improvement project needs. The city is also investigating security services for city offices. Davis said that she's aware of the security conversation and following it as it proceeds.

In response to a question from Jones, Davis said that the library will be projecting more for utility costs in the future. Jones suggested that the library consider cost savings measures, such as xeriscaping to reduce the need for water.

Pennington County Liaison: No report provided.

Rapid City Library Foundation: Jones reported that the Foundation has more people on their board and there has been lots of discussion on the board's purpose and financial responsibility. Davis added that the Foundation funded the acoustical remediation.

Friends of the Library: Minkel reported that the Friends of the Library continue to do well. An old leak in the roof caused minor damage to the ceiling in the bookstore, which is currently being repaired.

Davis said that due to the finance cut-off for 2023 and the process for starting 2024, the January library board meeting needs to be moved. After discussion, January 17, 2024 was agreed upon.

ADJOURN

Motion by Jones, second by Garrigan to adjourn the meeting at 1:10 p.m.; no further discussion; motion carried unanimously.

UPCOMING DATES AND BOARD TRAINING OPPORTUNITIES

Board Meeting	January 17, 2024 (tentative)
Board Meeting	February 12, 2024