

Rapid City Public Library Board of Trustees
Board Meeting
Monday, February 12, 2024 12:00 p.m.

The regular meeting of the Rapid City Public Library Board of Trustees was called to order by Emily Tupa on February 12, 2024 at 12:02 p.m.

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

Absent: Gary Drewes.

Additions or corrections to the agenda:

Motion by Bubac second by Seachris 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, January 17, 2024

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

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

Sean Minkel reported that both revenue and expenses overall are where we’d expect them to be at this point in the year. Salaries and benefits are both up from 2023 due to changes in insurance costs and wage adjustments. Miscellaneous expenditures are also up due to subscriptions that are renewing at the start of the year.

No further discussion; motion carried unanimously.

ADMINISTRATIVE REPORTS

Director’s Report:

Motion by Bubac second by Seachris to acknowledge the Director’s Report.

Minkel reported on a meeting between the state librarian and the Black Hills Library Consortium to discuss changes to the courier service, Terri Davis presented for community stakeholders regarding community services, and a new online subscription to New York Times. Computer time increased, no issues have been recorded. The library is preparing for the Black Hills Library Mini-Conference on April 22. Board members are encouraged to attend for the required accreditation

training hours. Davis and a senior librarian have attended restorative justice training with the intent of finding solutions that will correct unwanted behavior and have more positive results for suspended patrons.

No further discussion; motion carried unanimously.

2023 Statistics Summary:

Motion by Jones second by Bubac to acknowledge the end of year 2023 reports.

Minkel provided an overview of the 2023 statistics with increases to new borrowers, computer use, patron contacts, entry, events, and checkouts. Database and drive-thru use has gone down. Database use being down is unsurprising due to the spike that was seen in relation to the 50th anniversary of the 1972 Flood.

2023 County Summary:

Minkel reported that the county report shows increasing use by county residents who make up about 22% of the library's users. Social media engagement has grown a lot but it's of note that the numbers are not all local.

2023 Events Summary:

Minkel said that the library has increased the number of events held at the library, with an emphasis on providing a wide range of topics, working with partners, and scheduling events at more varied times. Consequently, there has been an increase in attendance at events. In 2024, the library has plans for more cultural events and increasing teen attendance. Board members made suggestions to include a variety of nationalities in cultural library events – Black History Month, German Club, etc. and to provide events featuring outdoor activities like hiking, biking, and climbing.

Strategic Plan Update 4th Quarter:

Minkel said that the most notable accomplishments last quarter were progress on sound remediation upstairs, the work on accessible events and partnerships, and the change to the library's registration policy that created provisional accounts. Next up, the library will be replacing older chairs upstairs, replacing upstairs carpeting, and implementing the bookmobile.

No further discussion; motion carried unanimously.

FINANCE COMMITTEE

Unique Management Services, Inc. contract:

Motion by Bubac second by Seachris to approve the contract with Unique Management Services, Inc. (UMS) for collection services as presented.

Minkel provided an overview of the current contract's success and explained that the new contract is needed to continue services. As UMS has increase their rates, there is also a need to increase the fee that is passed along to patrons to cover collections.

No further discussion; motion carried unanimously.

Motion by Bubac second by Garrigan to increase the collection admin fee to \$11 in the Lending & Fees Policy.

There was discussion on the difference in previous \$8.95 cost and \$10 charge vs proposed \$10.30 cost and \$11 charge, with eventual agreement to go with the recommendation.

No further discussion; motion carried unanimously.

POLICY COMMITTEE

Election of Officers:

Minkel explained that a new chair and vice-chair need to be elected to the board at this time. Discussion was held on who among the group was willing to take on these responsibilities.

Motion by Jones second by Brekhus to appoint Tupa as Library Board Chair and Bubac as Vice-chair. No further discussion; motion carried unanimously.

LIAISON REPORTS

City Council Liaison: Seachris reported that the city’s grant management policy was updated.

Pennington County Liaison: No report provided.

Rapid City Library Foundation: Jones reported a meeting coming this month to discuss fundraising direction. The library Foundation is looking at landscaping to be their major project this year.

Friends of the Library: Sean Minkel reported that the Friends of the Library had a successful book donation drive and continue to see high sales on a monthly basis. Their next meeting is scheduled for February 21st.

ADJOURN

Motion by Tupa second by Bubac to adjourn the meeting at 12:53 p.m.; no further discussion; motion carried unanimously.

UPCOMING DATES AND BOARD TRAINING OPPORTUNITIES

Board Meeting	March 11, 2024
Board Meeting	April 8, 2024
Black Hills Libraries Mini-Conference	April 22, 2024 (8:30-4:30)
Bookmobile Arrival Reception	To be determined