

**Rapid City Public Library Board of Trustees**  
**Board Meeting**  
**Monday, April 8, 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 April 8, 2024 at 12:01 p.m.

Present by roll call: Emily Tupa, Christine Jones, Mary Garrigan, Beth Brekhus, Lindsey Seachris, and Gary Drewes. A quorum was present. Timmi Bubac arrived at 12:02 p.m.

Absent: None.

**Additions or corrections to the agenda:**

Motion by Lindsey Seachris, second by Christine Jones 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, March 11, 2024

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

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

Timmi Bubac joined the meeting in progress.

Davis reported on revenues and expenditures and noted that non-resident accounts are still up while utility costs are down. Non-resident account use was expected to decrease based on access to eBooks being unavailable per contract. The decrease in utility costs is likely due to a mild winter and LED lighting installation.

In response to a question from Garrigan, Davis explained that the library van had some minor work done on the brakes and alignment. Davis added that the van will be transferred to another city department after the bookmobile arrives.

In response to questions from Beth Brekhus, Davis explained the process for encumbering and paying bills as well as how the budget for professional dues is calculated.

No further discussion; motion carried unanimously.

## **ADMINISTRATIVE REPORTS**

Director's Report:

Motion by Garrigan, second by Timmi Bubac to acknowledge the Director's Report.

Davis reported on police walk-arounds in the library with K-9 units, Journey Museum passes, the upcoming Black Hills Mini-Conference for librarians & trustees, the estimated delivery date and May 2024 go live for the bookmobile, and ongoing vacancies.

In response to a question from Bubac, Davis said that K-9 units have not alerted to anyone in the library yet, but that it's an effective deterrent and police would respond appropriately if that were to occur.

Garrigan asked follow-up questions regarding the Journey Museum passes. Davis explained that we currently have 3 passes available which check out for 3 days per existing precedent. They cannot be placed on hold and are first come, first serve. Based on popularity of this service, more passes from The Journey and other services will be considered in the future; this would make holds more feasible. The Library Foundation has also discussed purchasing passes for the library as a way to both expand availability and advertise their contributions to the library.

In response to the vacancy report, Bubac suggested advertising the position at this time might attract teachers who are considering their contracts for the next year. Jones added that we might have trouble filling the position with a teacher due to pay differences and summer vacations. In response to a question from Jones, Davis explained that the biggest issue with applicants is inattention to the job requirements and inaccurate preconceptions about library work.

No further discussion; motion carried unanimously.

## **POLICY COMMITTEE**

Fabrication Policy:

Motion by Bubac, second by Garrigan to approve updates to the Fabrication Policy as presented.

Sean Minkel explained that the two changes to the policy have to do with rare occurrences when patrons either try to donate makerspace materials to the library or are displeased with fabrications using their own materials. Donations may need to be denied due to the potential for damaging equipment. Patrons who bring in their own materials to be engraved may be unhappy with the results through no fault of the library. Staff take every precaution to successfully complete projects, but unforeseen circumstances still cause problems. In those cases, the library will not reimburse for the materials brought in. This has been the standard practice in the makerspace, but adding it to the policy made sense.

In response to a question from Brekhus, the majority of time it is possible to calculate the cost of a fabrication before it is done. In the past, it was possible for complicated 3D printed items to require weighing after printing, but software improvements have made this a rare issue.

In response to questions from Drewes and Jones, Minkel explained that staff explain the policy and process as needed when interacting with patrons. The makerspace has also re-emphasized its purpose as a learning space and not a print shop. Staff explain and assist patrons with their projects, but they will not design things for them; this also reduces the likelihood that patrons are unhappy or surprised with a final result. In response to a suggestion from Jones, Davis explained that the library offers Book-a-Librarian as a method for providing in-depth and lengthier assistance.

No further discussion; motion carried unanimously.

## **LIAISON REPORTS**

City Council Liaison: Seachris reported that the city council is considering changes to the vision fund in order to provide a balance between non-profit projects and meeting the overall and already existing needs of the community.

Pennington County Liaison: Drewes reported that the county will be working through approximately 600 property assessment appeals starting on April 9 and briefly explained the process.

Rapid City Library Foundation: Jones reported that the Foundation is moving ahead with the library landscaping project. They've gotten one bid and are seeking at least one more to compare.

Davis added that the board will be invited to the library bookmobile ribbon cutting once the date is finalized.

Friends of the Library: Sean Minkel reported that the Friends of the Library had a donation drive on March 23, they've been focusing recently on marketing, and they continue to enjoy positive sales.

Tupa reminded the group to sign up for the Black Hills Mini-Conference and that the next board meeting is on May 13.

## **ADJOURN**

Motion by Jones, second by Bubac to adjourn the meeting at 12:55 p.m.; no further discussion; motion carried unanimously.

## **UPCOMING DATES AND BOARD TRAINING OPPORTUNITIES**

Black Hills Libraries Mini-Conference	April 22, 2024 (8:30-4:30)
Bookmobile Arrival Reception	To be determined
Board Meeting	May 13, 2024
Board Meeting	June 10, 2024