

Rapid City Public Library Board of Trustees
Board Meeting
Monday, May 13, 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 May 13, 2024 at 12:03 p.m.

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

Absent: Timmi Bubac, Mary Garrigan, and Gary Drewes.

Additions or corrections to the agenda:

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

Introduction of Staff:

Azi Smith introduced themselves as the newest staff member and spoke about their history and what led them to this position.

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, April 8, 2024
- Approve Minutes from the Library Board of Trustees Special Meeting, April 19, 2024
- Approve Financial Executive Summary, including Bill List (see attachment)

Motion by Seachris, second by Beth Brekhus to approve the consent calendar as presented.

Davis notified the board that the approval of minutes this meeting included both the regular and special meetings from April, library revenue continues to increase, and that non-residents are still signing up for library cards despite limitations to ebook access imposed by our vendor. Expenditures are where they should be for this point in the year. Work on the entry doors, the fire sprinkler system in the covered garage, and leaks in the roof account for repair and maintenance costs.

In response to a question from Emily Tupa, merchandise sales are primarily up due to increased makerspace use, but the library is still selling bike locks, water bottles, tote bags, etc.

In response to a question from Brekhus, Davis indicated that there is an estimated budget for bookmobile fuel in the 2024 budget and that staff will be tracking mileage and fuel purchases to refine our future projections.

In response to a question from Jones, the library vehicles are not part of a city fleet yet and the budget for tires is \$0 currently because they are not up for replacement in 2024.

No further discussion; motion carried unanimously.

ADMINISTRATIVE REPORTS

Director's Report:

Motion by Jones, second by Seachris to acknowledge the Administrative Reports.

Davis reported on an information session from the state library for House Bill 1197 which requires public libraries to post their policies on the city's website. The information session will be an opportunity to have our outstanding questions answered before the bill goes into effect.

In response to a question from Jones, Davis said that there would be discussion about what other libraries in the state have done for HB1197, but only if other libraries have already implemented anything.

Lastly, Davis brought up the excellent media coverage and positive comments the library received in the last month and gave an update on the current vacancies. The Early Education Library Associate II position is being adjusted to encourage more responses.

Quarterly Statistics Reports:

Davis reported that the general and county reports are consistent with the last quarter and that teen events are being refined to increase participation.

Strategic Plan Report:

Sean Minkel reported that the major accomplishments for the last quarter included new furniture for 2nd floor, a successful fix for the noise dampening system upstairs, and the launch of the no text book collection. Upcoming projects include a Smithsonian Institute exhibit focused on innovation coming in July, new carpeting & a reorganization of the upstairs area, the development of a high-low collection, and of course the partnerships, outreach, and services coming along with the launch of the bookmobile.

Seachris asked about required training for staff. Davis responded that the library has an extensive orientation process and ongoing training, but continuing education for state accreditation is only required for the library director and board.

No further discussion; motion carried unanimously.

FINANCE COMMITTEE

Library Board Budget Supplement:

Motion by Tupa, second by Jones, to supplement the 2024 Library Board budget by \$238,229 for the final bookmobile payment.

Davis explained that these funds are in the account, but need to be budgeted for 2024 now that the bookmobile has been delivered. This is analogous to moving savings funds to a checking account. In response to a question from Jones about TechOps Specialty Vehicles, Davis said that lack of communication about delays from the company was frustrating, but the final product is good.

No further discussion; motion carried unanimously.

LIAISON REPORTS

City Council Liaison: Seachris reported on the Vision Fund ordinance that the city council is working through; discussion followed.

Pennington County Liaison: No report.

Rapid City Library Foundation: Jones reported that the Foundation voted to accept a proposal to design new library landscaping that will include xeriscaping and interactions, like a musical garden. Davis said that once there's a preliminary plan it will also be brought to the library board.

Friends of the Library: Minkel said that there was nothing new to report.

Tupa reminded everyone to mark their calendar for the bookmobile ribbon cutting on May 21.

Brekhus thanked the library for the mini-conference and asked anyone interested in a June 12 session for non-profit board members being run by Ketel Thorstensen to notify her. Davis added that thanks to the mini-conference, the library board has already met its training requirements for the next accreditation.

ADJOURN

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

UPCOMING DATES AND BOARD TRAINING OPPORTUNITIES

| | |
|---------------------------|---------------|
| Bookmobile Ribbon Cutting | May 21, 2024 |
| Board Meeting | June 10, 2024 |
| Board Meeting | July 8, 2024 |