

Rapid City Public Library Board of Trustees
Board Meeting
Monday, June 10, 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 June 10, 2024 at 12:00 p.m.

Present by roll call: Emily Tupa, Timmi Bubac, Mary Garrigan, Christine Jones, and Lindsey Seachris. A quorum was present. Beth Brekhus joined the meeting in progress at 12:01 p.m.

Absent: Gary Drewes.

Additions or corrections to the agenda:

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

Beth Brekhus arrived.

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, May 13, 2024

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

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

Davis reported on library revenue and expenditures. The library is where it should be at this time of the year. Salaries, wages, and benefits have increased per city council approval of AFSCME Union wage increases and this has been applied retroactively to January 1, 2024. The pass-through for other expenses is up 40% because the Friends of the Library book sales are doing well – this does not reflect an actual cost to the library.

In response to a question from Brekhus, Davis said that a supplement would only be requested if it was necessary to cover the increased wages and that the retroactive payment is already reflected in the current report.

In response to questions from Mary Garrigan and Brekhus, Davis explained that a larger garage door is being planned to accommodate the bookmobile and that it would be paid out of capital expenses for buildings & structures. The estimate for the 2024 carpet replacement came back lower than expected, which has provided some flexibility in this line item.

No further discussion; motion carried unanimously.

ADMINISTRATIVE REPORTS

Director's Report:

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

Davis reported on the upcoming transfer of the library van to the fire department, state park passes, the bookmobile's first few weeks of operation, House Bill 1197, and vacancies.

Bubac commented on the fishing program and Davis confirmed that the tacklebox included with the fishing checkout comes with the required hardware. In response to a question from Jones, Davis will check into any potential liability issues with the city.

In response to a question from Brekhus, Davis said that we are tracking mileage, engagements, new library cards, and checkouts from the library bookmobile. The library will use this information to determine whether stops are effective and report statistics to the board quarterly.

Davis indicated that she and library supervisors are working on changes to policy in regards to House Bill 1197. Library directors throughout the state have been discussing this bill, which will go into effect January 2025. The city attorney will also review the proposed policy changes prior to moving them forward to the Board.

In response to a question from Jones, Davis indicated that City IT oversees the library's filtering software. Bubac commented that the legal definition of obscenity includes three criteria that all need to be met. Davis said that with a few updates to the collection development policy, the library will be well positioned to address any issues.

Lastly, Davis reported that the Early Education Library Associate (LA) II position has been updated to a Youth Education LAII which has been reposted. Additionally, a staff member has been temporarily assigned to work out of class, with adjusted pay, in the Makerspace LA II position.

No further discussion; motion carried unanimously.

FINANCE COMMITTEE

2025 Budget:

Motion by Tupa, second by Bubac, to approve the 2025 City, County, and Board Fund budgets as proposed.

Davis explained increases in salaries, wages, & benefits compared to the decrease in the operational budget. All combined, the proposed increase to the city's general fund budget is \$82,472.

In response to a question from Jones, Davis said that the library's budget is small compared some of the other city departments, all of which were instructed not to add new programs, services, or positions for 2025.

Seachris asked about budgeting for building renovations or fixes to the roof in 2025. Davis replied that this is always a concern and that we do have a small budget for repairs in 2025. In the event something completely unanticipated were to occur, the library board could approve a budget supplement. For anything catastrophic, the city does carry insurance and would have the ability to step in and assist.

In response to a question from Brekhus, the county approves the annual appropriation to the library, but the library board determines how to allocate those funds within the budget. The county provides a set amount per the current county contract.

In response to a question from Jones, the increase to materials is partly due to the rising cost of electronic materials. These services are popular, but the vendors have been changing how long items remain in the library collection or how many times they may be checked out. Bubac commented positively about the need for increasing the materials budget. In response to a question from Seachris, the DVD budget has been slightly decreased, but it continues to be popular. Comparatively, the book on CD collection is seeing a larger reduction as the popularity of this collection is rapidly waning in favor of downloadable audio.

Davis clarified that once the board approves the library budget, it will then go to the Mayor and Finance Director, then the overall budget is voted on by the City Council. If the library's appropriation is revised, the budget will come back to the library board for final approval, generally in October.

No further discussion; motion carried unanimously.

LIAISON REPORTS

City Council Liaison: Seachris reported that the vision fund discussion continues in the city council. Discussion followed on the proposed changes and how individual board members and those they've spoken to perceive the changes. The council is also in the middle of the 10-year comprehensive plan and Seachris encouraged everyone to fill out a response at <https://rapidcitycomprehensiveplan.com>. Davis said that the library would market the comprehensive plan.

Tupa left the meeting in progress at 12:47 p.m. Bubac assumed the duties of the chair.

Pennington County Liaison: No report provided.

Rapid City Library Foundation: In regards to the Foundation's upcoming xeriscaping project, Jones reported that the Foundation is meeting with the director at The Journey to talk about their landscaping. She has also been in contact with the Outdoor Campus. Davis added that the landscape architect will be at the next Foundation meeting and they're working on sustainability. The current lawn irrigation at the library is failing, so this will also need to be part of the project. Seachris applauded the sustainability connection.

Friends of the Library: Sean Minkel reported that the Friends of the Library continue to do well with sales. They've had several large donations in the past few weeks.

ADJOURN

Motion by Garrigan, second by Jones to adjourn the meeting at 12:58 p.m.; no further discussion; motion carried unanimously.

UPCOMING DATES AND BOARD TRAINING OPPORTUNITIES

Board Meeting	July 8, 2024
Board Meeting	August 12, 2024