

**Rapid City Public Library Board of Trustees**  
**Board Meeting**  
**Monday, July 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 July 8, 2024 at 12:08 p.m.

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

Absent: 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:**

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, June 10, 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 reported on library revenue, expenditures, and repairs and maintenance. Revenue is up primarily due to makerspace use and copies. Non-resident account renewals are up, but this is due to the change from a monthly payment to a one-time annual payment and should taper off. While expenditures are where they should be at this time of year, we’ll be closely monitoring any impacts due to the salary & wage adjustments and will pursue a city supplement if needed. Re-carpeting of the upstairs is planned for this fall and will take approximately 6-8 weeks to complete as all the upstairs book stacks will need to be moved.

In response to a question from Tupa, Davis said that the bike locks are not logo branded as they would be much more expensive.

In response to a question from Timmi Bubac, quotes for the garage door changes are still being sought. Vendors haven’t been fast to respond with quotes at this time of the year. The bookmobile drivers are getting more confident driving the bookmobile over time, but a new garage door will still be investigated.

No further discussion; motion carried unanimously by roll call vote.

### **ADMINISTRATIVE REPORTS**

Director's Report:

Motion by Seachris second by Jones to acknowledge the Director's Report.

Davis reported on a new stop for the bookmobile, the Spark! Exhibit, and library vacancies. The stop at Wellfully has already proven quite popular. The Spark! Exhibit from the Smithsonian will be in place at the library from July 6 through August 17 and involves displays about technology, culture, heritage, and art. While the number of vacancies hasn't changed, the library had an internal promotion to a Library Associate II position that opened a Library Associate I position. Library Associate I positions are generally easier to hire.

Jones commented that she'd heard from a former board member who said that her children loved the library's makerspace.

No further discussion; motion carried unanimously by roll call vote.

### **LIAISON REPORTS**

City Council Liaison: Seachris thanked Terri for providing meeting space in the library and meeting with the comprehensive planning consultant, and spoke about the council's current work, including a federal grant to do a railroad quiet zone study downtown, a vision fund update, and the Camden Heights project.

Pennington County Liaison: No report provided.

Rapid City Library Foundation: Jones reported that the Foundation is writing a grant proposal to the Black Hills Area Community Foundation for the landscaping project. The updated area would include musical and educational components and feature native plants that require less water. Davis added that she's received comments about the landscaping needing work. In response to a question from Seachris, there is collaboration with the Sustainability Committee on this project.

Friends of the Library: Sean Minkel reported that the Friends of the Library continue to enjoy high sales and frequent donations of materials. They've also been focusing on training new volunteers for the bookstore in the last several weeks.

### **EXECUTIVE SESSION**

Motion by Tupa, second by Seachris to enter executive session at 12:39 p.m. for the purposes of contractual matters and staff performance review pursuant to SDCL 1-25-2(3) and SDCL 1-25-2(1); no further discussion; motion carried unanimously.

Motion by Tupa, second by Seachris to leave executive session at 12:52 p.m.

No actions were taken as a result of the executive session.

**ADJOURN**

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

**UPCOMING DATES AND BOARD TRAINING OPPORTUNITIES**

Board Meeting

August 12, 2024

Board Meeting

September 9, 2024