

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

The regular meeting of the Rapid City Public Library Board of Trustees was called to order by Timmi Bubac on August 12, 2024 at 12:00 p.m.

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

Absent: Emily Tupa, Lindsey Seachris, and Gary Drewes.

**Additions or corrections to the agenda:**

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

**Introduction of Staff:**

None.

**Public Comment:**

Meade County resident Karen Simon spoke about the reciprocity agreement between the Sturgis Public Library and Rapid City Public Library, explaining her reasons for wanting services through Rapid City and bringing up several concerns about the current agreement.

**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, July 8, 2024

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

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

Davis reported that the library expenditures are on track for this point in the year, but anticipates this may change due to the increase in salaries and wages and a carpeting project planned for the end of the year. As a result, the budget will be closely monitored in the months ahead. If necessary, a supplemental could be requested from the city as other departments do under similar circumstances.

Based on questions from Brekhus, Jones, and Bubac, discussion followed on the current difference in salaries and wages compared to 2023 and the ways to project this increase through the rest of the year. While there are currently library vacancies, the cost of living adjustment in July also needs to be considered. Jones and Bubac noted that it would make sense to ask for a supplemental based on the library’s budget efforts in 2023.

No further discussion; motion carried unanimously.

**ADMINISTRATIVE REPORTS**

Director's Report:

Motion by Brekhus, second by Garrigan to acknowledge the administrative reports.

Davis notified the board of a new trustee guide available online, a staff promotion to Elementary Education Library Associate II, and then provided the background and status of the reciprocal borrowing Memorandum of Agreement (MOA) with Sturgis Public Library as well as the circumstances that led to issues with serving patrons outside of the areas intended in the agreement.

Discussion followed on the MOA, the original purpose of the agreement, funding sources for the library, and the impact of providing services to Meade county residents without funding to do so. In response to a question from Garrigan, Davis explained that the boundaries for reciprocal borrowing were procedural and part of the original discussion with Sturgis when this was put into place. After questions from Brekhus, Davis also explained that library districts aren't permitted under state law and library funding is primarily provided by local sales and property taxes.

The board directed Davis to gather more information on the issue and bring this topic back to a future meeting.

No further discussion; motion carried unanimously.

#### **POLICY COMMITTEE**

Meeting and Study Room Policy:

Motion by Bubac, second by Garrigan to approve updates to the Meeting and Study Room and Lending and Fees Policies as presented.

Sean Minkel explained that the primary changes to the policy included removing the option to reserve meeting rooms before the library is open, simplifying the rules regarding extending use of library resources when no other patrons are waiting, and including reservations for equipment in the policy. All other changes were made to simplify the language or remove redundancy. Lastly, approving the changes to this policy would also result in the removal of language associated with fees for meeting room reservations before the library opens in the Lending and Fees Policy.

No further discussion; motion carried unanimously.

Library Security Memo:

Motion by Bubac, second by Brekhus to direct the Library Board Chair to notify Securitas Security Services USA Inc. of contract termination effective September 30, 2024.

Davis explained that the library has been without a security officer for about a week and a half and security services and communication from the contractor's management have been inconsistent for much longer than that. To assist with these issues, security specialists from city hall have been walking through and checking as they are able. The city is already advertising for extra security specialists to fill this role at the library.

In response to questions from Garrigan, Davis said that the library only pays Securitas when security services are here and the city's security specialists patrol city hall, the swim center, and other places in the city.

Davis added that the funding for city security is already budgeted and would move from Securitas to an interdepartmental charge.

No further discussion; motion carried unanimously.

**LIAISON REPORTS**

City Council Liaison: No report provided.

Pennington County Liaison: No report provided.

Rapid City Library Foundation: Jones reported that the Foundation met with the head of the sustainability for the city and discussed the estimate for the library landscaping project at their last meeting.

Friends of the Library: Minkel reported that the Friends of the Library continue to experience impressive sales and frequent donations of materials. In addition, the Friends voted to fund the installation and care of new plants in the library.

Davis notified the board that the October meeting will need to be moved due to Native American Day falling on October 14.

**ADJOURN**

Motion by Jones, second by Garrigan to adjourn the meeting at 1:22 p.m.; no further discussion; motion carried unanimously.

**UPCOMING DATES AND BOARD TRAINING OPPORTUNITIES**

Board Meeting	September 9, 2024
South Dakota Library Association Conference	September 25-27, 2024
Board Meeting	October (to be determined)