

Rapid City Public Library Board of Trustees
Board Meeting
Monday, October 21, 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 October 21, 2024 at 12:02 p.m.

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

Absent: Lance Lehmann and Gary Drewes.

Additions or corrections to the agenda:

Motion by Christine Jones, second by Timmi Bubac 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, September 9, 2024

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

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

Davis reported that revenue continues to go up due to the popularity of the makerspace and library merchandise. Expenditures are in line with 30% remaining in the budget, and there are still projects like the updated garage door, upstairs carpeting, and electrical work for the air curtain in the coming weeks. The budget is being closely watched on a weekly basis.

In response to a question from Brekhus, the garage door quotes are at a level the director is authorized to approve. If quotes were to go above that level, then approval would come to the board. For items like the carpeting, the city works with a governmental contracting organization to get the best pricing. In response to another question, Davis indicated that the repair and maintenance line item is offset by other line items; according to city finance, the overall budget bottom line is what matters. Discussion followed regarding the capital expense process and the bookmobile funds that need to be adjusted. Davis brought up the need for a city-wide department for city facility management.

In response to another question from Brekhus, Davis reported the finance office is adding a supplement to all departments to adjust for the 2024 salary and wage increases; the library’s supplement will be \$105,000.

No further discussion; motion carried unanimously.

ADMINISTRATIVE REPORTS

Director's Report:

Motion by Jones, second by Brekhus to acknowledge the director's report.

Davis reported on new plants in the library courtesy of the Friends of the Library, promotion of a staff member to the Makerspace Lead, the South Dakota Library Association (SDLA) Conference, and vacancies. There was discussion at the SDLA conference on House Bill 1197. The law was intended to be a moderate approach to balance what legislators wanted and would be feasible for libraries to implement.

Brekhus asked if the consensus was that most libraries had policies already in place for HB 1197. Davis indicated that most of the larger libraries have policies already, but some of the smaller libraries did not. There were opportunities at the conference for the smaller libraries to learn from other libraries. In response to a question from Tupa, policies are public information so other libraries can build on them if they choose.

There was discussion about initiated measure 28 and the city's resolution regarding it. The way the law is written, state law would have to be changed for this not to affect the city budget, which is why Davis has not filled current vacancies. In response to a question from Bubac, Davis indicated that if the tax issue passes, the library would wait until the state legislature acts before filling those vacancies.

In response to a question from Brekhus, temporary positions are possible but not ideal to fill the current vacancies.

No further discussion; motion carried unanimously.

POLICY COMMITTEE

Policy Updates:

Motion by Bubac, second by Tupa to approve revisions to the Collection Development, Computer Use, and Registration policies as presented and adopt a new Minors' Access of Library Materials Policy.

Davis explained that the policies were updated based on consultation with the city attorney and reinforce and clarify our existing language that parents are responsible for what their children access in the library. In addition, parents or guardians need to sign to authorize their minors' access to library computers. The Minors' Access of Library Materials Policy will be posted on the city's website and summarizes the library's compliance with the law.

In response to a question from Brekhus, the parent will need to be here to sign up a child for computer use.

For challenges to material, the first person to contact is the Assistant Director. In response to a question from Jones, the best thing to do if a patron contacts a board member is to let them know there's a process and refer them to the Assistant Director.

In the Registration Policy, there is also an update to permit Ellsworth Air Force Base users to register for up to one year with a military ID card.

Bubac and Jones commented that the way the policies were updated was handled well.

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 Library Foundation would be going forward with the landscaping project with a defined, lower budget. The Foundation will be seeking individual donors to sponsor the musical equipment portion of the project.

Friends of the Library: Sean Minkel reported that the Friends of the Library have scheduled their annual meeting for November 14. The bookstore continues to enjoy steady revenue.

Davis indicated that Mary Garrigan is term limited this year, and the Mayor's office will advertise that vacancy.

ADJOURN

Motion by Tupa, second by Jones to adjourn the meeting at 1:00 p.m.; no further discussion; motion carried unanimously.

UPCOMING DATES AND BOARD TRAINING OPPORTUNITIES

Board Meeting	November 18, 2024 (rescheduled due to Veterans Day)
Board Meeting	December 9, 2024

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