

**Rapid City Public Library Board of Trustees**  
**Board Meeting**  
**Monday, November 18, 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 November 18, 2024 at 12:03 p.m.

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

Absent: Lance Lehmann.

**Additions or corrections to the agenda:**

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

**Introduction of Staff:**

Victoria introduced herself as the library's newest Library Associate I and spoke about her background and what led to her working at Rapid City Public Library.

**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, October 21, 2024

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

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

Davis reported on library revenue and expenditures. Revenue is up due to library merchandise, makerspace purchases, and meeting room reservations earlier this year. Non-resident revenue has also increased with the change to the registration policy. For expenditures, city security is coming out of the Salaries and Wages line item, but will come out of interdepartmental charges starting in 2025. Additionally, several of the library's ongoing projects are currently in progress and will come out of the 2024 budget.

In response to a question from Tupa regarding meeting room use, Davis replied that meeting room use is free for meetings that are open to the public. Challenges sometimes arise when groups or individuals attempt to use the library as their place of business.

In response to a question from Garrigan, Davis explained that city security is approximately \$4,000 more annually than it was previously with a private contractor, but they have already shown themselves to be much more responsive.

Beth Brekhus asked for clarification regarding interdepartmental charges and the remaining bookmobile funds. Davis explained the budgeting of interdepartmental funds and what is expended from this line item. The bookmobile is completely paid for, even though it appears there are funds remaining in that line item; because of the uncertainty of the bookmobile payment schedule when the 2024 budget was approved, the entire bookmobile cost was budgeted for this year. In actuality, portions of the bookmobile build were paid in 2023.

No further discussion; motion carried unanimously.

### **ADMINISTRATIVE REPORTS**

Director's Report:

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

Davis reported on the Ellsworth Air Force Base library accounts, the upstairs remodel, interactive children's displays, and ongoing plans for the children's area. Additionally, work is being done in the covered parking garage to reduce the likelihood of accidents. All the parking has been changed to staff only, new striping has been completed, and drop-down height indicators are being installed. Parking enforcement confirmed that the remaining accessible parking space could be converted to staff use only. Per enforcement, the existing on-street accessible parking meets code requirements.

In response to a question from Bubac, Davis indicated that the new security guards have stepped in and assisted with incidents, but incidents themselves are not occurring at a significantly different frequency. Over time, the greeting and consistency of addressing issues is expected to be a preventative measure. Jones requested that the library provide an impact report for security in one year. In response to a question from Bubac about the closure of the Hope Center, Davis said that the only change noted has been a reduction in foot traffic going back and forth.

General Statistics:

Davis indicated that there was nothing particularly different from previous reports, but mentioned that drive-thru use continues to be higher than patterns seen before 2020. In response to a question from Brekhus, drive-thru statistics only include using the window and not the material return slots.

County Statistics:

In response to a question from Jones regarding Pennington County population growth, Gary Drewes indicated that the county population has increased by approximately 4,500 people, with the largest increases seen near Ellsworth Air Force Base.

Events Summary:

Davis reported that fewer adults participated in the Summer Reading program, but there were increases in children and teen participation. There is already work being done to see how the library can improve adult participation in 2025.

Strategic Plan:

Sean Minkel reported on the Spark! exhibit and the upstairs remodel and noted that there are still many projects related to the strategic plan being worked on.

No further discussion; motion carried unanimously.

## **POLICY COMMITTEE**

2025 Hours of Operation:

Motion by Bubac, second by Tupa to approve the 2025 Hours of Operation as presented.

Minkel said that the Hours of Operation are in accordance with the union contract for holidays and follow the pattern established in previous years. Davis added that the Hours of Operation also include early closures at 3:00 and 5:00 p.m. for some holidays.

In response to a comment from Bubac regarding Veterans Day and Rapid City Area Schools, Davis said that the library holidays are established in the union contract.

No further discussion; motion carried unanimously.

## **LIAISON REPORTS**

City Council Liaison: No report provided.

Pennington County Liaison: Drewes indicated there was nothing new to report at this time.

Rapid City Library Foundation: Jones reported on the Foundation's plan for landscaping and raising funds to support this project. Davis added that the next step is to have plans drawn up and complete the bid documents. In response to questions from Garrigan and Brekhus, work is intended to start in 2025 and monetary donations are being sought rather than actual instruments for the musical garden.

Friends of the Library: Sean Minkel reported that the Friends of the Library held their annual meeting on November 14 where they adopted the 2025 budget, elected a new president and vice president, and approved a new contract with second-hand book jobber Thriftbooks.

Davis notified the board that the January meeting date would need to be adjusted based on city finance closing out the 2024 fiscal year. A date will be determined at the December board meeting.

## **EXECUTIVE SESSION**

Motion by Bubac, second by Jones to enter executive session for the purposes of personnel matters pursuant to SDCL 1-25-2(1) at 12:52 p.m.; no further discussion; motion carried unanimously.

Motion by Jones, second by Garrigan to leave executive session at 1:26 p.m.

Motion by Tupa, second by Bubac to approve comments and ratings for Terri Davis' review and to send it to Human Resources; no further discussion; motion carried unanimously.

## **ADJOURN**

Motion by Tupa, second by Bubac to adjourn the meeting at 1:28 p.m.; no further discussion; motion carried unanimously.

## **UPCOMING DATES AND BOARD TRAINING OPPORTUNITIES**

Board Meeting  
Board Meeting

December 9, 2024  
January TBD, 2025

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