

**Rapid City Public Library Board of Trustees**  
**Board Meeting**  
**Monday, May 8<sup>th</sup>, 2017 12:00 p.m.**

The meeting of the Rapid City Public Library Board of Trustees was called to order by Becky Drury on May 8<sup>th</sup>, 2017 at 12:00 p.m.

Present by roll call: Becky Drury, Rod Pettigrew, Darla Drew, Maryanne Rohrer, Faye Bice and Paulette Schenck. A quorum was present. Casey Martin arrived at 12:05.

Absent: None.

**Additions or corrections to the agenda:** Malcom Chapman requested the opportunity to speak regarding the strategic plan he is working with the library to create.

Motion by Darla Drew, second by Faye Bice to amend the agenda to add Malcom Chapman's presentation on the draft strategic plan; no further discussion; motion carried unanimously.

**Introduction of Staff:** None.

**Public Comment:** None.

**CONSENT CALENDAR ITEMS**

Motion by Rod Pettigrew, second by Darla Drew to approve the consent calendar as presented; no further discussion; motion carried unanimously.

Consent Calendar Items:

Approve Minutes from Library Board of Trustees 2017.04.10

Approve Minutes from Library Board of Trustees 2017.4.24

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

**ADMINISTRATIVE REPORTS**

Director's Report:

Director Jim McShane highlighted the successful Black Hills Library conference, our satisfaction with S&T security as they were recently awarded the security contract, and the news coverage that the library has received in the last month.

Motion by Faye Bice, second by Maryanne Rohrer to approve the Director's Report; no further discussion; motion carried unanimously.

**FINANCE COMMITTEE**

Motion by Darla Drew, second by Rod Pettigrew to approve staff's recommendation for landscaping at an approximate cost of under \$5,000; discussion followed on the quote provided and whether or not it included all of the necessary changes such as bonding and topsoil replacement. The Board also discussed whether or not sod was a good choice in a high traffic area and the City's priority for creating "green"; motion failed.

Library staff will contact the landscaping company to request the missing details in a revised quote. No further action was taken at this time.

Casey Martin arrived at 12:05 p.m.

**POLICY COMMITTEE**

Malcom Chapman and Pam Teaney Thomas provided an overview of the current draft strategic plan. They gave each of the Board members a copy of the draft for review. They suggested that the next course of action be a meeting involving Malcom, Pam, the Library Board, and library staff to finalize the recommended goals.

Board discussion was held regarding the possibility of waiting to make final decisions for the strategic plan until after the new Library Director is hired and how the process would work in a meeting convened to include the Board and/or staff. No further action was taken at this time.

Faye Bice left at 12:42 p.m. A quorum was still present.

Discussion was held regarding the next steps for hiring a new Library Director. The Board discussed that an executive session can be used to discuss the qualifications of individual candidates, but any procedural discussion should be had publicly. The option of forming a committee to review applications and make a recommendation was discussed.

Casey Martin left at 12:58 p.m. A quorum was still present.

Motion by Rod Pettigrew, second by Maryanne Rohrer to enter Executive Session for the purpose of discussing the Library Director job position applicants as allowed in SDCL 1-25-2 sub-section 1 at 1:01 p.m.; no further discussion; motion carried unanimously.

#### Executive Session

Motion by Rod Pettigrew, second by Darla Drew to leave executive session at 1:25 p.m.; no further discussion; motion carried unanimously.

Motion by Rod Pettigrew, second by Darla Drew to look at the three applicants discussed in Executive Session and move forward with the plan to interview those applicants at the next Library Board meeting on June 12; discussion followed on whether or not this was a good time frame and whether Human Resources would assist with getting these set up; motion carried unanimously.

Becky Drury indicated that she would contact the City's Human Resources Department for assistance in coordinating the interviews.

#### **ITEMS FROM BOARD MEMBERS / LIAISON REPORTS**

**City Council Liaison:** No report provided.

**County Liaison:** No report provided.

**Foundation:** No report provided.

**Friends:** No report provided.

**ADJOURN** Motion by Darla Drew, second by Rod Pettigrew to adjourn the meeting at 1:29 p.m.; no further discussion; motion carried unanimously.

#### **UPCOMING EVENTS**

Library Update Grand Re-opening	May 11 <sup>th</sup> , 2017
Summer Reading Kickoff	May 20 <sup>th</sup> , 2017
RCPL Board Meeting	June 12 <sup>th</sup> , 2017
ALA 2017 Annual Conference	June 22 <sup>nd</sup> – 27 <sup>th</sup> , 2017

The City of Rapid City  
Bill List by Vendor - Summary

Vendor ID	Vendor Name	Amount
17	3BRANCH PRODUCTS INC	19349.00
5638	AMANDA JONES	211.00
170	AMAZON.COM CREDIT	816.45
356	BAKER & TAYLOR BOOKS	10709.03
615	BLACK HILLS PATROL	13166.50
643	BLACK HILLS WINDOW CLEANING INC	850.00
6330	BRIAN HEMEN	200.00
940	CENTER POINT LARGE PRINT	127.95
1234	DAKOTA BUSINESS CENTER	1358.23
1248	DAKOTA PARTY	3.75
1259	DAKOTA STATE UNIVERSITY	3900.00
1326	DEMCO INC	585.00
1789	FRIENDS OF THE LIBRARY	625.91
1872	GEORGES VACUUM SALES & SERV	20.00
1924	GOLDEN WEST TECHNOLOGIES INC	240.00
2168	HEARTLAND PAPER CO	480.26
2386	ID CARDS UNLIMITED	3445.88
6611	JAMI LYNN BUTTKE	250.00
2498	JANTECH LLC	187.00
2719	KNECHT HOME CENTER	50.46
6241	LITERACY COUNCIL OF THE BLACK HILLS	67.55
6181	LIVING DESIGN	125.00
3208	MENARDS	214.76
3242	MIDCONTINENT COMMUNICATIONS	960.00
3258	MIDWEST TAPE EXCHANGE	4726.58
3284	MINITEX-CPP	411.00
3556	OCLC NET LIBRARY	3492.52
3617	OVERDRIVE INC	10508.49
5500	PITNEY BOWES	791.04
3863	RAPID CITY JOURNAL - ADVERTISING	136.10
3887	RAPID FIRE PROTECTION INC	340.00
3951	RECORDED BOOKS	39.99
3967	REGIONAL HEALTH	18.48
6682	RUSSELL CONKLIN	49.00

4330	SERVALL UNIFORM/LINEN CO INC	167.77
7957	SOL YOGA COLLECTIVE	150.00
4488	SOUND PRO	89.65
7428	SPARTAN STORES LLC	14.32
8021	TAYLOR CALDERON	250.61
4836	THYSSENKRUPP ELEVATOR CORP	703.59
4944	TWILIGHT FIRST AID & SAFETY SUPPLY	126.00
6683	WADE MAYER	49.00
5118	WALMART COMMUNITY	378.54
5129	WARNE CHEMICAL & EQUIP.	58.00
5220	WESTERN STATIONERS	293.43
		Total 80,737.84