The meeting of the Rapid City Public Library Board of Trustees was called to order by Faye Bice on October 9th, 2017 at 12:02 p.m.

Present by roll call: Faye Bice, Casey Martin, Becky Drury, Rod Pettigrew, Maryanne Rohrer, and Mary Garrigan. A quorum was present.

Absent: Paulette Schenck

Additions or corrections to the agenda: None.

Motion by Becky Drury second by Maryanne Rohrer to approve the agenda as published; no further discussion; motion carried unanimously.

Introduction of Staff: Reid Cummins introduced himself as a new Library Associate. He is also working towards a Paleontology degree at SDSM&T.

Public Comment: A letter was submitted to the board from Cameron Red Star appealing his suspension. No members of the public were present.

Suspension Appeal:
Motion by Pettigrew, second by Drury to uphold the current suspension for Cameron Red Star; no further discussion; motion carried unanimously.

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 Library Board of Trustees Meeting, September 11th, 2017
Approve Financial Executive Summary, including Bill List (see attachment)

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

ADMINISTRATIVE REPORTS
Director’s Report:
Terri Davis asked if there were any questions regarding the Director’s Report.

Drury asked for clarification on the budget for the landscaping project. Davis responded that the budget was approximately $9,000 but the final amount was significantly lower.

Mary Garrigan asked for additional detail regarding the after school programming at General Beadle. Terri explained that General Beadle administration had asked us to do this because there are a large number of children in that area and after school library programming supports the literacy and STEAM programs we’re already doing. The program has only been going for one week and the library will be conducting an ongoing review for overall effectiveness.
Pettigrew brought up a question about discipline for the after school program at General Beadle. Davis clarified that because it’s a library program, the library policies are in effect. Drury brought up that the computers were being heavily used at General Beadle when she visited in the past. Davis agreed that this had also been her observation and that use of other library services would be beneficial.

Motion by Drury, second by Pettigrew to acknowledge the director’s report; no further discussion; motion passed unanimously.

Board Member Resignation:
Faye Bice took a moment to acknowledge Rod Pettigrew for his guidance on the board and to show the board’s appreciation. Motion by Drury, second by Martin to acknowledge receipt of Rod Pettigrew’s resignation; no further discussion; motion carried unanimously.

Policy Committee
Strategic Plan:
The board entered discussion on their identified priorities from the library’s strategic plan data.

Rohrer said it was crucial that we stay up to date with technology and training in order to keep the library vibrant.

Garrigan asked about extended hours for the library. Davis indicated that due to low usage in the evening hours, the library had ceased being open from 8:00-9:00 p.m. and later moved closing to 7:00 p.m. for the same reason. There are also issues with funding and staffing when longer hours are needed.

Pettigrew asked what hours Garrigan was speaking about. Garrigan noted that it was generally after dinner and she had heard other people bring this up. Garrigan also said that being unable to get here by 5:00 on a Friday is an issue. Rohrer brought up that when she’s looked at other libraries, they do have irregular hours. It may be that the library could be open later on a few days during the week to accommodate patrons with different schedules.

Bice moved on to the frequent requests for a coffee shop in the library. Davis indicated that the library was already looking at a variety of coffee vending machines due to the difficulty of finding a coffee vendor. There are also a large number of coffee shops close to the library.

Martin brought up community education and suggested using online education and transforming a meeting room into an educational space would be positive for the area. Bice said that this could also help with people getting a job, writing resumes, or looking to move up in the workforce. Garrigan suggested that the library needs to be collaborative partner with other organizations, and not re-invent the wheel.

Rohrer brought up the need for a list of sources to offer patrons when they bring up questions. Martin said that this is also in keeping with the idea of the library as a destination.

Rohrer spoke about a bookmobile and said there are probably still pockets of people in the county that don’t have access to library services. Davis suggested that a pilot service could be tested before committing more resources. Deposit collections are also an option.

Drury indicated that there were a lot of things on the list that we already do. Davis indicated that marketing was one of her top priorities.

Rohrer brought up the idea of a family literacy center and cultural programming. Bice said that she thought this also tied in with programming for special dates.
Garrigan asked what a ‘picture library’ was. Davis indicated that the data from the strategic planning surveys was provided ‘as is’ so there was some uncertainty about what was meant. However, this might refer to a program years ago when the library had artwork for checkout.

Rohrer brought up a question about library districts and whether that would solve the problem for out of county users. Davis replied that it might solve that issue in part. The legislation that had been taken in the past was only to make districts a possibility. It may not have passed because there was a perception of double taxation. This is not true. If there was a district, the library would be funded by the district’s mill levy. However, until districts are legal, this suggestion was moot.

Drury brought up customer service for a vibrant community — every staff member should really be engaged with great customer service because we all work for the city. Rohrer brought up that other people have complained about staff service and not noticing when people are waiting in lines. Pettigrew said that teaching employees that they are in the hospitality business is important. Martin agreed with the idea of a hospitality business aspect. Pettigrew brought up competition as an impetus for change. Davis said that libraries do have competition, whether from other organizations, Google, or online resources.

Rohrer asked if Leadership Rapid City ever comes to the library as a group. Davis indicated that we do have connections with Leadership Rapid City, but they haven’t come to the library as a group.

The priorities identified by the Board will be forwarded to the strategic plan consultant.

**Hours of Operation:**
Motion by Rohrer, second by Pettigrew to approve a change to the 2017 Hours of Operation to close on December 24th, 2017. Drury asked if this was time off for employees. Davis indicated that this is not time off, but employees would be scheduled different hours during the week. Motion carried unanimously.

Motion by Rohrer, second by Garrigan to amend the contract with S&T Security Services to adjust the hours of work at the North Branch and to clarify the requirement for security staff to check in before leaving each day. Bice asked if section 1-J is just to notify staff. Per Davis, yes this is the case. Motion carried unanimously.

Martin left the meeting at 1:00 p.m.

**ITEMS FROM BOARD MEMBERS / LIAISON REPORTS**

**City Council Liaison:** Drury reported that there a couple of meetings coming up about the city utility rate study coming up. The Mayor is still doing presentations on the Civic Center and she encouraged everyone to go if they haven’t already.

**County Liaison:** No report provided.

**Foundation:** No report provided.

**Friends:** Rohrer reported that the Friends of the Library have a book sale coming up on the 21st.

**ADJOURN** Motion by Pettigrew, second by Drury to adjourn the meeting at 1:07 p.m.; no further discussion; motion carried unanimously.

**UPCOMING EVENTS**

- Chamber of Commerce Mixer: October 10
- Friends of the Library Annual Book Sale: October 21
- Library Board of Trustees Meeting: November 13
- Library Board of Trustees Training: November 16
- Black Hills Area Librarians Training: November 17