

**Rapid City Public Library Board of Trustees**  
**Board Meeting**  
**Monday, December 11, 2017 12:00 p.m.**

The regular meeting of the Rapid City Public Library Board of Trustees was called to order by Faye Bice on December 11<sup>th</sup>, 2017 at 12:01 p.m.

Present by roll call: Faye Bice, Becky Drury, Maryanne Rohrer, Mary Garrigan, and Paulette Schenck. A quorum was present.

Absent: Rod Pettigrew, Casey Martin

**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:** None.

**Public Comment:** Mike Matthews and Pat Jones introduced themselves as new library board members starting in 2018.

Appeal of Suspension:

Terri Davis provided background information on the 2 year suspension for Vincent Chips. Davis also read from Vincent Chips' suspension appeal.

Paulette Schenck asked if the library has anything like a permanent suspension. Davis responded that the longest suspension we currently have being served is for 7 years and that was due to actions taken by the court.. Paulette Schenck asked what happens as a result of trespass notices with the police. Davis and Carla Cushman clarified that it depends on the nature of the offense, but was likely to result in fines and a court appearance.

Motion by Drury, second by Rohrer to uphold the current suspension for Vincent Chips; 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, November 13<sup>th</sup>, 2017

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

Motion by Rohrer, second by Drury to approve the consent calendar as presented; no further discussion; motion carried unanimously.

**ADMINISTRATIVE REPORTS**

Director's Report:

In addition to the provided report, Davis gave an update on the maintenance projects around the building which included pictures of the before and after of the duct cleaning project, additional painting in the lobby and the removal of electrical conduits at the check-out desks.

Schenck commented on the strategic training with Tracy Cook and how valuable that training was. Mike Matthews and Pat Jones also thanked Terri Davis for thinking of them for this training. Faye Bice asked how the Black Hills Area Librarians training on the following Friday went. Davis said that the training on Friday was more librarian focused, but built on and reinforced the concepts of Thursday night.

Mary Garrigan asked how Adventure Bags differ from the library's Book Bags. Davis said that the Book Bags typically have 8 copies of a title and are intended for book clubs. The Adventure Bags are more like a themed collection and might include books, DVDs and other materials related to that theme – for example Traveling, Little House on the Prairie, etc.

Motion by Rohrer, second by Garrigan to acknowledge the director's report; no further discussion; motion passed unanimously.

Proposed Financial Executive Summary Format:

Discussion was held on a proposed financial executive summary format. Davis explained that the main differences of the new format were the elimination of narrative pieces for changes that were less than 5% and the use of comparative graphs for revenue and expense to show trends from year to year more clearly.

Schenck asked if this report would need to go to the city. Davis said that per state law, the Library Board is responsible for the budget, and the report is provided to them as part of their meeting documents.

Davis said that the library would move forward with the new format in January 2018.

2018 Annual Board Calendar:

Davis provided the Library Board with the 2018 Annual Board Calendar which lists the anticipated board meeting and other noteworthy dates for 2018.

### **Policy Committee**

Union AFSCME Contract:

Motion by Rohrer, second by Drury to approve the corrected 2018-2019 AFSCME library contract. Carla Cushman and Davis explained that the changes included corrected dates and typos. Motion carried unanimously.

Contract Approval List:

Motion by Rohrer, second by Drury to approve the 2018 Contract Approval List. Faye Bice observed that this list is shorter because of the actions taken at the last meeting, but any contracts more than \$25,000 would still be brought to the library board. Davis spoke about the contracts for OCLC Cataloging, the ILS contract and the security services including timing for when each of these might be considered for review next. Discussion was held regarding the security services contract and issues noted over the first year with a new vendor. Motion carried unanimously.

Strategic Plan Consultant Payment:

Discussion was held on the invoice that Malcom Chapman provided for the strategic planning and report. Davis indicated that she had asked Malcom for receipts and/or a list of expense since September 2017 with nothing provided yet. Drury and Rohrer spoke about whether we should pay \$5,000 or \$10,000 based on the original contract. Cushman said that the original contract was for \$10,000. Schenck said that he had completed the parts of the original contract for \$10,000 and there was agreement from the other board members on this point.

Motion by Rohrer, second by Drury to pay Malcom Chapman \$10,000 per the original proposal; no further discussion; motion carried unanimously.

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

**City Council Liaison:** Drury reported that more data will be coming forward for the Civic Center project and asked anyone who hasn't gone to one of the Mayor's talks to attend. Collective Impact also is still on the horizon.

**County Liaison:** Nothing new to report.

**Foundation:** No meeting last month so there is nothing new to report.

**Friends:** Sean Minkel provided a report on the Friends' activities. The Friends of the Library are considering changes to their budget process for 2018 and were also discussing the activities of the Friends of the Library in relation to their main role of supporting the library.

**Board Training Opportunities**

Davis said she will bring any applicable webinars forward to the board as they become available. Casey Martin has been actively pursuing online training.

Faye Bice presented a plaque to Maryanne Rohrer for her 6 years of commitment to the Library Board of the Rapid City Public Library.

**ADJOURN** Motion by Drury, second by Rohrer to adjourn the meeting at 12:52 p.m.; no further discussion; motion carried unanimously.

**UPCOMING EVENTS**

RCPL Board Meeting

January 22, 2018

RCPL Board Meeting

February 12, 2018

South Dakota Library Association Legislative Day

February 13, 2018. Pierre.