

**Rapid City Public Library Board of Trustees**  
**Board Meeting**  
**Monday, January 22, 2018 12:00 p.m.**

The regular meeting of the Rapid City Public Library Board of Trustees was called to order by Faye Bice on January 22, 2018 at 12:00 p.m.

Present by roll call: Faye Bice, Casey Martin, Becky Drury, Mary Garrigan, Paulette Schenck, Pat Jones, and Mike Mathews. A quorum was present.

Absent: None.

**Additions or corrections to the agenda:** None.

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

**Introduction of Staff:** None.

Mike Mathews and Pat Jones were presented with their official letters of appointment to the Board of Trustees.

**Public Comment:** No members of the public were present. A letter was submitted to the board from Morris Burroughs appealing his suspension.

**Suspension Appeal:**

Discussion was held regarding the behavior policy and suspension process. It was determined that per policy, the library has the authority to suspend patrons for terms deemed appropriate. Suspended patrons are offered the option to appear to speak at their appeals, but have rarely attended.

Motion by Casey Martin, second by Pat Jones to uphold the current suspension and deny the appeal for Morris Burroughs; 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, December 11<sup>th</sup>, 2017

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

Motion by Mike Mathews, second by Jones 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 in relation to the provided director’s report. Comments were made in approval of the Star Wars event and K-9 library card. Becky Drury requested and was given confirmation that the RIPL conference is in the budget for travel and training.

Faye Bice asked about the recent all-staff meeting. Per Davis, a summary of staff feedback from her first few months was shared at the meeting and staff will be given opportunities to work on issues.

Davis notified the board of the secret shopper program and asked the members to contact her directly if they knew of people interested in participating.

Motion by Becky Drury, second by Mathews to acknowledge the director's report; no further discussion; motion passed unanimously.

Change of November 2018 meeting date:

The November meeting falls on the observed holiday for Veteran's Day, and the library will be closed. After discussion, it was decided to have the meeting on Wednesday November 14 at noon.

Strategic Plan draft:

A draft strategic plan was provided; the Board was asked to provide feedback by Monday January 29. Paulette Schenck asked if the goals were aligned with the city's Core Values, and Davis confirmed.

### **Policy Committee**

Board Committee Assignments:

Bice opened discussion on the board committees and asked if there were interested board members. As a result of the discussion the following committee members volunteered:

Building Committee Chair: Casey Martin  
Building Committee Vice-chair: Mary Garrigan

Finance Committee Chair: Faye Bice  
Finance Committee Vice-chair: Paulette Schenck

Policy Committee Chair: Pat Jones  
Policy Committee Vice-chair: Mike Mathews

Officer Elections:

Drury nominated Faye Bice for Chair, seconded by Mary Garrigan; no further discussion; motion carried unanimously.

Jones nominated Casey Martin for Vice-Chair, seconded by Drury; no further discussion; motion carried unanimously.

Conflict of Interest Forms:

Schenck asked if there was instruction on which organizations should be disclosed on this form; Carla Cushman recommended that any board positions or jobs held be disclosed, particularly those where there might be financial considerations. Cushman also provided a copy of the City's resolution adopting a conflict of interest policy for elected and appointed officials. Board members were instructed to contact her if they have questions.

Board members were asked to complete and submit the conflict of interest forms to either the Business Office or the Assistant Director.

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

**City Council Liaison:** Drury notified the board members of an upcoming special meeting regarding the Civic Center and asked them to let their thoughts be known to their council representatives. The Collective Impact study is also approaching.

**County Liaison:** No report at this time.

**Foundation:** Schenck reported that the Foundation had just had their first meeting of the year. No specific actions were mentioned.

**Friends:** No report at this time. Davis recommended that as the Friends' liaison, Sean Minkel can provide any needed updates regarding the Friends.

Motion by Becky Drury, second by Pat Jones to enter executive session for the purposes of consulting with legal counsel regarding contractual matters pursuant to SDCL 1-25-2(3) at 12:42; no further discussion; motion carried unanimously.

Motion by Martin, second by Drury to leave executive session at 1:07 p.m.; no further discussion; motion carried unanimously. No action was taken as a result of the executive session.

**ADJOURN** Motion by Jones, second by Garrigan to adjourn the meeting at 1:08 p.m.; no further discussion; motion carried unanimously.

**UPCOMING EVENTS**

Library Board of Trustees Training

February 12, 2018

South Dakota Library Association Legislative Day

February 13, 2018, Pierre

RCPL Board Meeting

March 12, 2018