

**From:** [Jim McShane](#)  
**To:** [Hamak Nancy](#)  
**Subject:** RE: Compensation evaluation::Library Makerspace Manager  
**Date:** Tuesday, January 26, 2016 10:12:45 AM  
**Attachments:** [Jan2016 Board Minutes Approved 407 012516.pdf](#)  
[Library Makerspace Manager Job Description DRAFT with Updates 10192015.doc](#)

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Nancy,

The approved board minutes are attached.

Jim

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**From:** Hamak Nancy [mailto:Nancy.Hamak@rcgov.org]  
**Sent:** Tuesday, January 26, 2016 8:15 AM  
**To:** Jim McShane <jmcshane@rcplib.org>  
**Subject:** RE: Compensation evaluation::Library Makerspace Manager

Hi Jim,

I'm following up to see if the Library Board approved this. If so, could someone send me the signed/approved minutes?

Thanks,  
Nancy

**Nancy Rohlik Hamak, PHR, SHRM-CP**

Human Resources Manager | City of Rapid City

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**From:** Jim McShane [mailto:jmcshane@rcplib.org]  
**Sent:** Tuesday, January 05, 2016 11:17 AM  
**To:** Hamak Nancy  
**Subject:** RE: Compensation evaluation::Library Makerspace Manager

Nancy,

Thanks for the update. I approve the recommendations. Please proceed.

Thanks,  
Jim

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**From:** Hamak Nancy [mailto:Nancy.Hamak@rcgov.org]  
**Sent:** Tuesday, January 05, 2016 11:15 AM  
**To:** Jim McShane <jmcshane@rcplib.org>  
**Cc:** Barbier Jeff (HR) <Jeff.Barbier@rcgov.org>  
**Subject:** Compensation evaluation::Library Makerspace Manager

Hi Jim,

The Compensation Committee evaluated the **Library Makerspace Manager** job description and recommended a **grade 17**. Separate from that review, this role is determined to be exempt (salaried).

If you approve the recommendations, please respond back via email. Then, we will initiate the resolution process.

Please let me know if you have any questions.

Thanks,  
Nancy

**Nancy Rohlik Hamak, PHR, SHRM-CP**

Human Resources Manager | City of Rapid City

300 Sixth Street | Rapid City, SD 57701

[nancy.hamak@rcgov.org](mailto:nancy.hamak@rcgov.org) | O: 605.394.4136

**Rapid City Public Library Board of Trustees  
Board Meeting  
Monday, January 11, 2016 12:00 p.m.**

The regular meeting of the Rapid City Public Library Board of Trustees was called to order by Rod Pettigrew on January 11, 2016, at 12:01 p.m.

Present by roll call: Rod Pettigrew, Robert Pasqualucci, Darla Drew, Jessica Olson and Maryanne Rohrer. A quorum was present.

**Additions or corrections to the agenda:** None. Motion by Maryanne Rohrer, second by Darla Drew to approve the agenda as presented; no further discussion; motion carried unanimously.

**Introduction of Staff:** None

**Board Interviews:** The board interviewed Betty Finley and Becky Drury to fill the vacant position on the Board. Motion to be taken on recommendation to the Mayor for Council appointment at the February board meeting.

**Public Comment:** None

**CONSENT CALENDAR ITEMS**

**Minutes:** Motion by Maryanne Rohrer, second by Robert Pasqualucci to approve consent calendar items; no further discussion; motion carried unanimously.

**ADMINISTRATIVE REPORTS**

**Director's Report:** Written reports were provided regarding the mobile branch, strategic planning, makerspace, trustee training, ALA Midwinter conference, the new Library Associate I, and board candidates.

**Friends Annual Funding Request:** Written report provided for a total request for funding from the Friends of the Library for \$21,440.

Motion by Jessica Olson, second by Darla Drew to acknowledge the administrative reports; no further discussion; motion carried unanimously.

**POLICY COMMITTEE**

**Policy Review:**

Motion by Maryanne Rohrer, second by Robert Pasqualucci to approve an update to the Behavior Policy including public intoxication in the list of unacceptable behavior in the library; no further discussion; motion carried unanimously.

Discussion took place regarding the the Board Committee Assignments for 2016. Motion by Darla Drew, second by Jessica Olson to acknowledge the report; no further discussion; motion carried unanimously.

All board members were asked to complete the Conflict of Interest Statement. These will be kept on file at the Library.

Jessica Olson was nominated for Board Chair. Motion by Rod Pettigrew, second by Maryanne Rohrer to appoint Jessica Olson as Board Chair; no further discussion; motion carried unanimously.

No nominations were received for Board Vice Chair. Darla Drew agreed to serve as interim Vice Chair until such time a permanent Vice Chair could be appointed.

Discussion took place regarding current board member terms.

Rod Pettigrew handed the gavel over to Jessica Olson as the newly appointed Board Chair.

Motion by Darla Drew, second by Rod Pettigrew to approve the Library Card Registration Policy including personal mailbox services in the list of restrictions for proof of physical residence; discussion followed; motion carried unanimously.

Motion by Darla Drew, second by Rod Pettigrew to approve an update to the Loans, Periods, Fines & Fees Policy including changes as a result of RCPL's membership in the Black Hills Library Consortium and to accommodate new services; no further discussion; motion carried unanimously.

Motion by Maryanne Rohrer, second by Rod Pettigrew to authorize staff to advertise for bids for the 2016 makerspace project at an estimated cost of \$75,000; no further discussion; motion carried unanimously.

Motion by Maryanne Rohrer, second by Darla Drew to approve the creating of the Library Makerspace Manager Position, which is exempt and evaluated at Grade 17; no further discussion; motion carried unanimously.

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

**City Council Liaison:** Darla Drew provided a report.

Motion by Rohrer, seconded by Pettigrew to acknowledge Darla Drew's report; no further discussion; motion carried unanimously.

**County Liaison:** No report provided.

**Foundation:** No report provided.

**Friends:** No report provided. Maryanne reminded everyone to come to the book store on Saturdays for children's books.

**ADJOURN** Motion by Pasqualucci, second by Drew to adjourn meeting at 1:12 p.m.; no further discussion; motion carried unanimously.

#### **UPCOMING EVENTS**

SDLA Legislative Day

Wed. January 20 – Pierre, SD

County Liaison Quarterly Update (3<sup>rd</sup> Quarter &  
End of Year)  
Board Meeting

Tues. February 2, 9:00 a.m.

Mon. February 8, 12:00 p.m.