

BROOKINGS PUBLIC LIBRARY
BOARD OF TRUSTEES
April 11, 2024
MEETING MINUTES

The Board of Trustees of the Brookings Public Library met on Thursday, April 11 at 12:00 pm in the Historical Room at the Brookings Public Library.

MEMBERS PRESENT: Brittany Shaw, Kathy Miller, Linda Richter, Denise Hall

OTHERS PRESENT: Ashia Gustafson, Shane Andreasen

1. Call to Order

Brittany Shaw called the meeting to order.

2. Approval of Agenda

Brittany Shaw approved the meeting agenda with no changes.

3. Approval of Minutes

Brittany Shaw approved the meeting minutes from March 14, 2024

4. Old Business

5. New Business

5.1 Approval of Bills

The Library Board members reviewed the March 2024 bills, budgets, and expenditures. Kathy Miller moved to approve. Denise Hall seconded. Motion carried.

5.2 Continuing Education Credits

Ashia Gustafson reviewed the continuing education credits with the library board. 45 completed credits are needed by August 2025. SDLA will be in Aberdeen September 25-27 and is an additional opportunity for credits.

5.3 Dress Code Guidelines

The Library Board members reviewed the Dress Code Guidelines. Denise Hall moved to approve. Linda Richter seconded. Motion carried.

5.4 Circulation Policy

The Library Board members reviewed the Circulation Policy. Kathy Miller suggested adjusting the limits for high demand materials and book bags down from 25 items. Ashia Gustafson will look into limiting those items. A few grammar corrections were suggested. Linda Richter moved to approve with corrections. Kathy Miller seconded. Motion carried.

5.5 Maker Lab Policy

The Library Board members reviewed the Maker Lab Policy. Kathy Miller moved to approve. Denise Hall seconded. Motion carried.

5.6 Festival of Books Funding

The Festival of Books is September 20-22 in Brookings. The Brookings Public Library and the Friends of the Library have previously donated funds to the event. The suggested donation is \$2,500 from the library and \$2,500 from the Friends of the Library. The board members will revisit this topic during the May board meeting.

6. Other Items & Reports

6.1 Financial Report

Ashia Gustafson presented the review of the 2024 budget through March to the Library Board members.

6.2 Librarian's Report

Over 200 people showed up for the first library egg hunt on Saturday, March 23. Katherine attended PLA in Columbus, OH the first week in April. Spring programming wraps up this month and Katherine will begin visiting local schools to promote the Summer Reading Program. Teen Summer Reading Program planning is also underway. The Teen Hunger Games Escape Room saw 22 teens participate. Jenny Kluck and Mikaela Neubauer are partnering with the SDSU Japanese Club to host Japanese appreciation night on April 30. The Craft Swap had 134 attendees and raised a little over \$700 in donations with the proceeds being split between the Friends of the Library and the Brookings Arts Council. March's VisAbility events are going well. Disability education events will continue to be offered throughout the rest of 2024 with a Disability Panel of 4 panelists from the community. The next disability education event will be in June with a talk by Kendra Gottleben, who has spoken at TED X Sioux Falls and TED X USD about disability issues. The programming team is gearing up for our first annual Fandom Fest on May 4th which is set to include pop-culture themed activities throughout the day. Hoopla has been a huge success and has far exceeded the predicted use. Online registration to attend library programs has been instituted so patrons can now sign up for programs through the Brookings Public Library website. Three new part-time staff members will be hired this spring with interviews currently underway. SDSU Architecture students will be presenting their final design proposals for a rebuild of the Library on Wednesday, April 10 and Friday, April 12 from 1pm-5pm in the City Council Chambers. An electronic dividing wall for the Cooper Room is in the process of being ordered. A quote to install a PA system into the existing library alarm system is being pursued. Replacement windows are anticipated for installation this spring or summer.

7. Public Comment on Items not on the Agenda

Ashia Gustafson recently underwent a performance review and thanked the board members for their feedback.

8. Next Meeting: Thursday, May 16 at 12:00 PM in the Historical Room

9. Adjournment

The Library Board meeting adjourned at 12:48pm.

Respectfully submitted,
Ashia Gustafson
Director of Library Services