

BROOKINGS PUBLIC LIBRARY
BOARD OF TRUSTEES
May 14, 2026
MEETING MINUTES

The Board of Trustees of the Brookings Public Library met on Thursday, May 14, at 12:00 pm in the Historical Room at the Brookings Public Library.

MEMBERS PRESENT: Kathy Miller, Mark Binkley, Allison Schmitt, and Moriah Flanagan

OTHERS PRESENT: Ashia Gustafson, Shane Andreasen

1. Call to Order

Allison Schmitt called the meeting to order.

2. Approval of Agenda

Allison Schmitt approved the agenda.

3. Approval of Minutes

Allison Schmitt approved the meeting minutes from April 16, 2026.

4. Open Forum

5. Other Items & Reports

5.1 Financial Report

Ashia Gustafson presented a review of the 2026 budget through April to the Library Board members.

5.2 Librarian's Report

Programming:

Children: Summer Reading Program sign-up began Friday, May 8, and 269 children have been registered to date. Katherine Eberline will continue to visit schools and attend the "Back to Summer" event at the Outdoor Adventure Center to promote Library programs. The Friends of the Library generously donated funds for a new carpet in the kids lounge area, new colorful bookends, and additional floor rockers for the story time room.

Teen: April teen programming was light due to the PLA conference and the Friends book sale, but 11 teens made candy sushi, 6 attended book club, and 4 attended graphic novel book club. Jenny Kluck spoke to 5th, 6th, and 7th graders about the teen summer reading program which begins May 18. Jenny Kluck is in the process of re-labeling the YA books to align with the call numbers of the adult fiction.

Adult: The adult summer reading challenge begins May 26 and runs through August 15. Silent book club returns May 20. A Dinosaur Cake Decorating Competition is scheduled for May 27.

Tech: Through the City IT budget, staff are getting new desk phones this year (except Katherine Eberline as hers was replaced recently). The phones have been ordered and Swiftel will need to install them. Nancy Swenson requested a quote for a copier/faxing/printing solution to replace the public copier in 2027. The service would be provided through the company that provides the Library's computer lab software and patrons could make copies, release prints, fax documents, and pay for those services through the same terminal. As long as it's approved in the 2027 budget, the switch should occur next year.

Other: The Friends of the Library were able to donate \$20,000 to the library for programs, materials, and furniture. This was from a very generous donation earlier this year and a successful April book sale that netted just over \$7,400.

Other: Nancy Swenson is working on ordering 10 new flip-top, height-adjustable tables for the Cooper Room to replace the current flip top tables that haven't held up well. Funding is split between the Friends of the Library and the general fund budget.

Other: Discussions around the scheduling for the hard flooring install and the staff room remodel have begun.

Other: Kathy Miller asked about the statistics for outreach and meeting rooms showing lower in 2026 than in 2025. Ashia Gustafson explained that the outreach count trends change throughout each year depending upon demand and the meeting room rentals are down due to nonpublic gatherings being restricted.

6. Old Business

7. New Business

7.1 Approval of Bills

The Library Board members reviewed the April 2026 bills, budgets, and expenditures. Kathy Miller moved for approval. Mark Binkley seconded. Motion carried.

7.2 Library Policy Review

Ashia Gustafson reviewed the Confidentiality of Library Records Policy updates with the Library board. Codified law verbiage was added. Mark Binkley moved for approval. Moriah Flanagan seconded. Motioned carried. Ashia Gustafson reviewed the Unattended Children Policy updates with the Library board. Kathy Miller moved for approval. Moriah Flanagan seconded. Motion carried.

7.3 Proposed 2027 General Funds Budget

Ashia Gustafson reviewed the proposed 2027 General Funds budget with the Library board. Kathy Miller asked why an increase for insurance is not being requested when rates seem to climb year over year. Ashia Gustafson explained the insurance is for Library property, not employees, so the cost stays relatively steady and is determined by another city department. Kathy Miller asked why the furniture budget request went up \$10,000. Ashia Gustafson explained that it is mostly for staff updates for rundown office furniture. Kathy Miller asked why the category for Large Print Books has no budget. Ashia Gustafson explained that large print books are now purchased out of the Adult Reading Level Books fund and finance keeps the Large Print Books category listed for their records, but the budget line will eventually be removed.

7.4 Draft Notary Policy

Ashia Gustafson reviewed the proposed Notary Policy with the Library board. Moriah Flanagan moved for approval. Mark Binkley seconded. Motion carried.

8. Items Not on the Agenda

Mark Binkley noted that some of the Library's information on the City of Brookings website is outdated and inaccurate. Ashia Gustafson explained that those websites are run by another City department and Library staff only facilitate the official Library website. She will review the City of Brookings website and request updates where necessary.

The SDLA (South Dakota Library Association) 2026 Conference will be held in Pierre, SD, from September 30 through October 2. Library board members can receive continuing education credits if they attend.

9. Next Meeting: Thursday, June 11, at 12:00 PM in the Historical Room of the Brookings Public Library.

10. Adjournment

The Library Board meeting adjourned at 12:50pm.

Respectfully submitted,
Ashia Gustafson
Director of Library Services