

**BROOKINGS PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**September 12, 2024**  
**MEETING MINUTES**

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

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

OTHERS PRESENT: Ashia Gustafson, Jake Meshke, 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 August 15, 2024

**4. Public Comment on Items not on the Agenda**

**5. Old Business**

**5.1 Continuing Education Record**

Ashia Gustafson reviewed the continuing education record with the Library Board members. Brittany Shaw is planning to attend the South Dakota Library Association annual conference on September 26 & 27. Kathy Miller inquired about receiving credit for participating in the community conversations facilitator training. Ashia Gustafson will send Kathy Miller a link to apply for credit.

**5.2 Public Comment Follow-up: Programs**

Ashia Gustafson reviewed the public comment in regards to programming with the Library Board members. Kathy Miller suggested posting summarized results in the Library's newsletter, Brookings Register, and/or Library's social media platforms to create public awareness. Ashia Gustafson stated that staff is making plans to share the summarized information. Kathy Miller reported that patrons have asked about material requests going unfulfilled. Ashia Gustafson explained that each item request goes through the Materials Selection Policy process to determine if it will be added to the collection, and she added that the interlibrary loan process is another option to fulfill patrons' requests.

**6. New Business**

**6.1 Approval of Bills**

The Library Board members reviewed the August 2024 bills, budgets, and expenditures. Mark Binkley moved to approve. Linda Richter seconded. Motion carried.

**6.2 Gift Policy and Loan to Library Agreement**

Ashia Gustafson reviewed the Gift Policy and Loan to Library Agreement with the Library Board. Kathy Miller pointed out one typo for correction. Kathy Miller moved to approved with the correction. Denise Hall seconded. Motion carried.

### **6.3 Mission – Vision Statements**

Ashia Gustafson reviewed the Library's Mission and Vision Statements with the Library Board. Kathy Miller suggested two wording changes to the Vision Statement. Linda Richter moved to approved with the corrections. Denise Hall seconded. Motion carried.

## **7. Other Items & Reports**

### **7.1 Financial Report**

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

### **7.2 Librarian's Report**

The Children's summer programming wrapped up with a puppet workshop and a dozen potential new puppeteers. Children's Fall Story Time begins September 16. The first STEAM programming will be focused on art. Jenny Kluck is working with the Brookings School District Administration to get the Graphic Novel Club into both the Middle School and the High School. The Young Adult inventory will be weeded, rearranged, and expanded upon throughout fall and winter as programming will be light with the Cooper Room dividing wall removal project going on. The MMIP (Missing and Murdered Indigenous Persons) event series has wrapped and it featured four unique programs with 59 attendees. The Life Size Oregon Trail game brought in 69 total participants, mostly families, and everyone seemed to enjoy themselves. Mikaela Neubauer was awarded the "Distinguished Achievements in the Humanities" award from the South Dakota Humanities Council. The annual Pet Parade will be on Saturday, September 14 at 2pm on 6th Avenue. Online payments are currently being accepted and the service has been used a few times even without promotion. The logistics and tracking for online payments needs to be worked out prior to any further promotion. Allerie Loof began working as the new Circulation Manager on September 4. Alice Hayes retired as Circulation Manager on September 12. Patrons have been requesting higher chairs for accessibility so two café-height tables and eight chairs have been ordered to replace a couple of lower tables in the public space. Due to the difficulty of opening and closing the wall in the Cooper Room, and the fact that it is being replaced soon, the wall will remain stored away until its removal in October, leaving the Cooper Room as one large space. The wall will, however, be opened and closed for the South Dakota Festival of Books on September 20 – 21 as it was previously agreed upon.

**8. Next Meeting: Thursday, October 17 at 12:00 PM in the Historical Room of the Brookings Public Library.**

## **9. Adjournment**

The Library Board meeting adjourned at 12:30pm.

Respectfully submitted,  
Ashia Gustafson  
Director of Library Services