

BROOKINGS PUBLIC LIBRARY
BOARD OF TRUSTEES
February 13, 2025
MEETING MINUTES

The Board of Trustees of the Brookings Public Library met on Thursday, February 13 at 12:00 pm in the Historical Room at the Brookings Public Library.

MEMBERS PRESENT: Mark Binkley, Kathy Miller, Allison Schmitt, Denise Hall

OTHERS PRESENT: Ashia Gustafson, Shane Andreasen, Jacob Meshke

1. Call to Order

Mark Binkley called the meeting to order.

2. Approval of Agenda

Mark Binkley approved the meeting agenda with no changes.

3. Approval of Minutes

Kathy Miller suggested minor updates to the language of the January 16, 2025 minutes. Denise Hall motioned to approve with changes. Allison Schmitt seconded. Motion carried.

4. Public Comment on Items Not on the Agenda

5. Other Items & Reports

5.1 Librarian's Report

Statistics: Physical circulations are down when compared to last year, however, electronic circulation has increased considerably.

Programming:

Children: Attendance at puppet shows and book clubs is strong. Katherine Eberline will be presenting information on Children's Literature to an SDSU class, attending an educational career fair at the Brookings High School, and doing a special presentation for preschools at St. Thomas More.

Teen: Six people attended the vision board collaging and ten attended the teen self-care party. Workshop Wednesday and Teens in the Kitchen programs continue to see high attendance. A cupcake wars competition is forthcoming in February.

Adult: The read aloud book club with Advance has restarted and attendance is usually between 10 to 20 people per session. The Interactive Mystery Game saw 58 attendees. The Art Museum's Hygge Day event was successful with 45 visitors stopping by the Library's booth. February 20 will be the inaugural Hotdish Cook Off. A Black History Month Historical Reenactment will take place on February 27.

Tech: Hoopla usage is increasing. In 2024, the library averaged between \$1,600 - \$1,800 a month in charges for check-outs. In January 2025, it jumped to almost \$2,300. Action may need to be taken to limit check-out costs such as suppressing more expensive and popular titles, or lowering the monthly check-out limit even further. The situation is being monitored to verify the allotted 2025 funds do not deplete too quickly. The Hoopla budget may need adjusting in 2026.

Other:

The Library's exterior brick wall damage has been repaired.

Ashia Gustafson has been working with Deputy City Manager, Jake Meshke, to help local representatives understand the potential impacts of the proposed HB 1041 to the Brookings Public Library if the proposed budget cuts to the South Dakota State Library were to come to fruition. The bill moved out of the Education Committee with a recommendation of "do not fund." This is the best case for the bill. It now moves to the Joint Appropriations Committee for consideration.

5.2 Financial Report

Ashia Gustafson presented a review of the January 2025 budget. The Library Board members discussed allocating a clothing allowance from the Library's fines account to each of the Library staff members. Both full-time and part-time staff are to receive a \$50.00 allowance for Brookings Public Library branded clothing items. Mark Binkley moved to approve. Kathy Miller seconded. Motion carried.

6. Old Business

6.1 Continuing Education Record

Ashia Gustafson reviewed the continuing education record with the Library Board members. 0.5 more credits are needed to meet the August deadline of 45 credits needed for re-accreditation.

7. New Business

7.1 Library Board Meeting Time: Change to 11:45am start time instead of 12:00pm

The Library Board members discussed changing the start time for board meetings to 11:45am. Brittany Shaw, not present at the meeting, had emailed Ashia Gustafson in favor of the time change. Kathy Miller moved to approve. Mark Binkley seconded. Motion carried.

7.2 Approval of Bills

The Library Board members reviewed the January 2025 bills, budgets, and expenditures. Allison Schmitt moved to approve. Denise Hall seconded. Motion carried.

7.3 Library Close Dates

Ashia Gustafson presented a review of the proposed 2025 close dates for the Library. Kathy Miller moved to approve. Allison Schmitt seconded. Motion carried.

7.4 2025 – 2028 Library Strategic Plan

Ashia Gustafson reviewed the proposed Library strategic plan with the Library Board members. A public facing dashboard will be implemented to demonstrate the plan's progression. Kathy Miller asked how frequently the dashboard would be updated and Ashia Gustafson explained that it will be the Library Board's decision.

7.5 2024 Annual State Report

Ashia Gustafson reviewed the Annual Survey of South Dakota Public Libraries with the Library Board members. Under Section G – Service Activities, the Recorded Programs (Asynchronous) total displays a negative one result due to automated math formula within the digital survey. There were zero recorded programs at the Brookings Public Library in 2024. The 15.50 employee count is also a result of the automated math formula within the digital survey form as it attempts to account for part-time staff. Kathy Miller suggested adding information about the lighting updates to the Library under the Special Events portion of the report. Kathy Miller moved to approve. Denise Hall seconded. Motion carried.

8. Items Not on the Agenda

Ashia Gustafson thanked the Library board for completing her annual review and she will go over the results with Jacob Meshke.

Ashia Gustafson discussed a Library staff analysis report that was recently completed which showed an additional \$14,000 for part-time assistance after combining the Library's outreach services with interlibrary loan services. The funds will be used to increase Kristin Prout's hours from 20 hours per week to 27 hours per week, as well as hire an additional assistant for the circulation desk to work 9 to 12 hours a week. Ashia Gustafson will review the staff analysis report with the Library board members at the next meeting.

Allison Schmitt asked if the Brookings Public Library has access to LinkedIn Learning. The service is currently not available but Ashia Gustafson will research the possibility.

9. Next Meeting: Thursday, March 13, 2025 at 11:45 AM in the Historical Room of the Brookings Public Library.

10. Adjournment

The Library Board meeting adjourned at 12:38pm.

Respectfully submitted,
Ashia Gustafson
Director of Library Services