

**BROOKINGS PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**May 15, 2025**  
**MEETING MINUTES**

The Board of Trustees of the Brookings Public Library met on Thursday, May 15 at 11:45 am in the Historical Room at the Brookings Public Library.

MEMBERS PRESENT: Mark Binkley, Kathy Miller, Allison Schmitt

OTHERS PRESENT: Ashia Gustafson, Shane Andreasen

**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**

Mark Binkley approved the meeting minutes from April 17, 2025.

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

**5. Old Business**

**6. Other Items & Reports**

**6.1 Librarian's Report**

**Programming:**

Children: The Egg hunt was held Saturday, April 12 with 384 kids attending. The Friends of the Library donated new LEGOs for LEGO day. Children's summer reading program registration is open.

Teen: Teen summer reading program registration opens May 19. Teen Hang Zone and Anime Club continue to show good attendance; however, Crunchyroll has ended their library service so Anime Club will end in June. New teen programs are being considered.

Adult: Fandom Fest was well attended and on par with last year's numbers. Pie and Puzzles had 30 attendees.

Tech: Nancy Swenson is looking into purchasing a second laser printer for the Maker Lab. The Friends of the Library are contributing about half the cost, and the Library's IT Capital is covering the other half. Nancy Swenson is working with the City's IT Department to purchase a large-format printer with City IT funds for the Library. It would allow the Library to print larger documents, like posters, in house.

Other: A judge has ordered an injunction against the Trump administration's shut-down of IMLS. The State Library received the remaining 2025 IMLS funds. They are still figuring out how those funds will be distributed. Interlibrary loan items are currently being mailed through USPS out of the Library's postage funds. The State Library's interlibrary loan courier system should be restored in June 2025.

Other: Hoopla usage continues to grow and allocated funds are predicted to run out by August 2025. Other funding sources will need to be considered to finish out the fiscal year. To reduce costs, users are limited to four check-outs a month and audiobooks costing more than \$2.99 per check-out are not being offered. Future budgeting options are being considered including increasing the annual Hoopla budget or sending out notices when the funds are depleted to inform users the service is unavailable. Kathy Miller asked if there is a way to determine if patrons using Hoopla are repeat users or unique users. Ashia Gustafson will review the reports to see what user data is available.

## **6.2 Financial Report**

Ashia Gustafson presented a review of the 2025 budget through April to the Library board members.

## **7. New Business**

### **7.1 Approval of Bills**

The Library Board members reviewed the April 2025 bills, budgets, and expenditures. Kathy Miller moved to approve. Allison Schmitt seconded. Motion carried.

### **7.2 Policy Review**

Ashia Gustafson reviewed the Unattended Child Policy and Acceptable Behavior Policy with the Library Board. No changes or updates were proposed. The Book Bag Collection Policy Addition was introduced and discussed. Allison Schmitt moved for approval of the Book Bag Collection Policy Addition. Kathy Miller seconded. Motion carried.

## **8. Items Not on the Agenda**

Allison Schmitt asked for clarification regarding the process for holds on items at the Library. Ashia Gustafson explained that once an item with a requested hold arrives, it is held for seven days. If the item is not retrieved, the hold is cancelled, and either the next patron with a hold request is notified and has seven days to retrieve the item, or the item is put back into circulation if there are no further hold requests. Ashia Gustafson also demonstrated the process for suspending a hold within a patron's account if the item has not yet arrived.

The Library's roof needs to be replaced as water seepage has become a prominent issue. The roof was scheduled for replacement in 2027, but the process is being expedited due to the ongoing issues.

## **9. Next Meeting: Thursday, June 12, 2025 at 11:45 AM in the Historical Room of the Brookings Public Library.**

## **10. Adjournment**

The Library Board meeting adjourned at 12:23pm.

Respectfully submitted,  
Ashia Gustafson  
Director of Library Services