

# **BROOKINGS PUBLIC LIBRARY**

## **BOARD OF TRUSTEES**

**December 13, 2023**

### **MEETING MINUTES**

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

MEMBERS PRESENT: Brittany Shaw, Stephanie Carroll, Linda Richter, Kathy Miller, 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 added.

#### **3. Approval of Minutes**

Brittany Shaw approved the meeting minutes from November 16, 2023.

#### **4. Public Comment on Items Not on Agenda**

No members of the public present at meeting.

#### **5. Old Business**

#### **6. New Business**

##### **6.1 Approval of Bills**

The Library Board members reviewed the November 2023 bills, budgets, and expenditures. Kathy Miller moved to approve. Stephanie Carroll seconded. Motion carried.

##### **6.2 Library Close Days**

Ashia Gustafson reviewed the proposed library closures with the board. Linda Richter moved to approve. Brittany Shaw seconded. Motion carried.

##### **6.3 Citizen's Request for Reconsideration – Review Policy**

Ashia Gustafson reviewed the proposed changes to the policy with the board. The Library Board members set the reconsideration review limit to three item reviews per patron at any one time. Kathy Miller noted some grammar corrections in section 3A and 4G, and she proposed rewording sections H & I. Stephanie Carroll moved to approve. Linda Richter seconded. Motion carried.

##### **6.4 Acceptable Behavior Policy**

Ashia Gustafson reviewed the proposed changes to the policy with the board. Kathy Miller moved to approve. Stephanie Carroll seconded. Motion carried.

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

##### **7.1 Financial Report**

Ashia Gustafson presented the review of the 2023 budget through November to the Library Board members.

## **7.2 Librarian's Report**

Life-size Chutes and Ladders event is coming up. The tween book club is going well. The children's department hosted a "graduation" party for kids in the 1,000 books before Kindergarten group. Katherine Eberline read to 180 third graders from Hillcrest and Dakota Prairie as part of a city tour. Jenny Kluck has started a Teen Advisory Board. The founding members got together this weekend and decorated the YA area. Roll for Sandwich went well and created some interesting sandwiches to eat. Mikaela Neubauer has begun a biweekly read-aloud book club for VisABILITY members. The VisABILITY grant and programs will continue through 2024. The Native American Heritage Month Event Series brought in 51 attendees total. Around 103 people stopped by the library during the Festival of Lights event to work on crafts. The library is offering a Cookie Crawl Baking Competition in conjunction with the Carrot Seed. Nancy Swenson is wrapping up the PLA/AT&T Digital Literacy Grant with additional phone sessions at the Activity Center on December 19. Nancy Swenson and Mikaela Neubauer are continuing to work through the Engaging Beyond Our Walls grant in conjunction with Downtown Brookings to develop a downtown historic tour via text message. Staff from the Madison Public Library tour the library's Maker Lab, children's area, and other spaces on December 1. Consultant kickoff meetings were held December 11 and 12. Consultants toured the library and presented a visualization exercise to help generate ideas for the project. Community engagement meetings with the consulting firm will be held in early February 2024 with a goal of presenting remodeling options by late February 2024.

## **7.3 Comment on items not on the agenda**

Kathy Miller attended all of the Native American Month events at the library and she reported on each event to the other board members. Stephanie Carroll's term has expired and a new board member will begin attending at the next meeting. The City Council retreat is January 31 to February 2, and Brittany Shaw will be giving a presentation at the event.

## **8. Next Meeting: Thursday, January 11 at 12:00 PM in the Historical Room**

## **9. Adjournment**

The Library Board meeting adjourned at 12:40pm.

Respectfully submitted,  
Ashia Gustafson  
Director of Library Services