

BROOKINGS PUBLIC LIBRARY
BOARD OF TRUSTEES
July 17, 2025
MEETING MINUTES

The Board of Trustees of the Brookings Public Library met on Thursday, July 17, at 11:45 am in the Historical Room at the Brookings Public Library.

MEMBERS PRESENT: Kathy Miller, Allison Schmitt (via Zoom), Brittany Shaw,
OTHERS PRESENT: Ashia Gustafson, Shane Andreasen

1. Call to Order

Kathy Miller called the meeting to order.

2. Approval of Agenda

Kathy Miller approved the meeting agenda with no changes.

3. Approval of Minutes

Kathy Miller approved the meeting minutes from June 12, 2025.

4. Public Comment on Items not on the Agenda

5. Other Items & Reports

5.1 Financial Report

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

5.2 Librarian's Report

Programming:

Children: The Library has had the highest number of registrations for the children's summer reading since 2020 with 958 kids registered. The foam party has been rescheduled for Wednesday, July 30.

Teen: 104 Teens have registered for the summer reading program which is just under last year's registration of 128.

Adult: The adult summer reading challenge has proven popular. Every week two entries are randomly selected from the grand prize bags to receive a mini prize and many of the mini-prize winners are patrons who have not participated in the past.

Tech: Nancy Swenson is working with Katherine Eberline and Jenny Kluck to finalize ordering decisions for the Lowe's Hometown grant. Unfortunately, prices have increased significantly since the original quotes in March, so some prospects will need to be scaled back with a plan to make additions in the future as funds become available.

Other: Interviews for the open part-time Library Assistant position will begin Monday, July 21.

Other: Construction updates: the computer lab stations have been constructed and computers will be moved to the new area soon. A new shelf for Friends of the Library sale items is being constructed. Quotes are being considered for the removal and replacement of the large green light above the circulation desk. The public restrooms on the main level will be remodeled later this year. The flow switch for the air conditioning system was recently replaced and a backup flow switch was purchased in the event of future switch failures.

6. Old Business

7. New Business

7.1 Approval of Bills

The Library Board members reviewed the June 2025 bills, budgets, and expenditures. Brittany Shaw moved for approval. Kathy Miller seconded. Motion carried.

7.2 Policy Review – Citizen's Request for Reconsideration Policy

Ashia Gustafson reviewed the proposed updates of the Citizen's Request for Reconsideration Policy with the Library Board. Brittany Shaw moved for approval. Kathy Miller seconded. Motion carried.

8. Next Meeting: Thursday, August 14, 2025 at 11:45 AM in the Historical Room of the Brookings Public Library.

9. Adjournment

The Library Board meeting adjourned at 12:05pm.

Respectfully submitted,
Ashia Gustafson
Director of Library Services