

**BROOKINGS PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**November 21, 2024**  
**MEETING MINUTES**

The Board of Trustees of the Brookings Public Library met on Thursday, November 21 at 12:00 pm in the Historical Room at the Brookings Public Library.

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

**3. Approval of Minutes**

Brittany Shaw approved the meeting minutes from October 17, 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 has not received her SDLA certificate yet which will add another 15 credits.

**6. New Business**

**6.1 Approval of Bills**

The Library Board members reviewed the October 2024 bills, budgets, and expenditures. Mark Binkley moved to approve. Kathy Miller seconded. Motion carried.

**6.2 Review of Policies: Historical Collection, Interlibrary Loan, and Outreach Services**

Ashia Gustafson reviewed the Historical Collection, Interlibrary Loan, and Outreach Services policies with the Library Board. Kathy Miller inquired as how often the historical room is used and if the Library's historical collection could be relocated to the Archives Department at Briggs Library. Ashia Gustafson suggested discussing the idea at the strategic planning session. Linda Richter asked for clarification regarding the Library's outreach services. Ashia Gustafson explained that materials are distributed throughout Brookings to patrons who are unable to physically make it to the Library. The service is currently handled by the Interlibrary Loan Coordinator, Betsy Lenning. Kathy Miller suggested raising awareness for outreach services by marketing to the Coalition on Aging or the Brookings Activity Center.

**7. Other Items & Reports**

**7.1 Financial Report**

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

**7.2 Librarian's Report**

The Children's Music Makers and Storytime fall sessions are wrapping up. The Children's Department participated in the Trunk or Treat event and hosted their second Costume Spooktacular party. A puppet show and family breakout challenge program

followed the Halloween events. November's Family STEAM Night focused on mouse trap powered cars. November 22 the Children's department will hold a stuffed animal sleepover. Tween the Pages book club is well attended. An interactive movie night is planned for November 25. Katherine Eberline and Kristin Prout are currently planning children's activities for the summer of 2025. In the young adult programs teen craft classes and cooking classes have proven popular. Other teen programs have included a Halloween glowforge craft, color-changing vinyl mugs, and collage wall letters. Adult programming saw 75 people attend the Dia de los Muertos talk, 14 people attended book club, and 10 teams participated in the Halloween cake decorating competition. The Community Conversations wrapped with around 30 participants attending. The American West concert saw 37 attendees thanks to some great press from the Brookings Register. Mikaela Neubauer has re-started the read-aloud book club with Advance and the first meeting had 19 attendees. Staff were unsuccessful in obtaining the AT&T Hometown grant. The new automatic dividing wall is operational in the Cooper Room. The window project should wrap in November. Ashia Gustafson, Nita Gill, and Nancy Swenson attended the ALA Core Forum Conference in Minneapolis and felt it was one of the most impactful conferences they have attended. They plan to attend the 2025 ALA conference in Denver.

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

The Library's strategic plan meeting is set for the evening of December 12. Each board member should plan to bring around two interested parties from the community. Kathy Miller suggested creating a new survey for Library staff to help guide strategic planning. Kathy Miller inquired as to the best ways to get youth involved in the planning process. Ashia Gustafson will discuss ways to get youth involved with the Young Adult Services Coordinator, Jenny Kluck.

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

### **9. Adjournment**

The Library Board meeting adjourned at 12:49pm.

Respectfully submitted,  
Ashia Gustafson  
Director of Library Services