

# BROOKINGS PUBLIC LIBRARY

## BOARD OF TRUSTEES

December 11, 2025

### MEETING MINUTES

The Board of Trustees of the Brookings Public Library met on Thursday, December 11, at 11:45 am 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

#### 1. Call to Order

Mark Binkley called the meeting to order.

#### 2. Approval of Agenda

Mark Binkley noted public comment is missing from the agenda. He asked for public comment. Seeing none, Mark Binkley approved the meeting agenda.

#### 3. Approval of Minutes

Mark Binkley pointed out that his name was not listed under Members Present at the November 13, 2025 board meeting. He was present and requested his name be added to the minutes. Kathy Miller motioned to approve the minutes with the amendment. Denise Hall seconded. Motion carried.

#### 4. Open Meeting Laws Review – Bonnie Foster

Bonnie Foster reviewed the South Dakota Open Meeting Laws with the Library Board.

#### 5. Other Items & Reports

##### 5.1 Financial Report

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

##### 5.2 Librarian's Report

###### Programming:

Children: The Children's department represented the Library in the Festival of Lights Parade on Friday, December 5. Life-sized Candyland will be back for the school holiday break December 22-24, and December 29-January 2. Most of December will be finalizing the layout of the new shelving and shifting books and signage.

Teen: Three teens braved the snowy weather to make Bacon Cheddar Gnocchi soup. 7 teens attended spa night and enjoyed making bath bombs, sugar scrubs, and bath salts. Snack club continues to be popular with 12 participants each month. In 2026, the registration will expand to 15. The Swiftmas party was rescheduled to December 13 due to poor weather conditions on December 9.

Adult: Advance read-aloud-book club has resumed and have had 27 attendees. Spa night saw 17 attendees who made soothing spa supplies. Frybread and Film night didn't go as planned due to catering issues, but 20 attendees stayed for the movie and popcorn. The Cookie Crawl will take place December 16.

Tech: The large format printer has been set up. Staff are waiting on paper to finish install.

Other: The bathroom remodel began November 17. The upstairs bathrooms are open to the public.

Other: Shelving was installed and re-arranged December 1 – 5. Shelf tops and end panels were delayed but will be installed December 8 – 12.

Other: The Friends of the Library will be having their Gift Wrapping Fundraiser Saturday, December 20 and Sunday, December 21.

## **6. Old Business**

### **6.1 Programming Policy**

Ashia Gustafson reviewed the Programming Policy with the Library Board. Kathy Miller asked for Section VIII, Attendance, subcategory C, to be rewritten for clarification as age is written twice in the same sentence. The Library Board asked for Section III, Definitions, to be removed since there are no definitions needed. Mark Binkley moved for approval. Allison Schmitt seconded. Motion carried.

## **7. New Business**

### **7.1 Approval of Bills**

The Library Board members reviewed the November 2025 bills, budgets, and expenditures. Denise Hall moved for approval. Kathy Miller seconded. Motion carried.

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

Mark Binkley asked about having an orientation booklet or training for new Library Board members. Ashia Gustafson stated that new members receive an email with the policies and bylaws, the previous two months' board packets, and the budget. Denise Hall suggested sending a Library staff directory for incoming members. Kathy Miller recommended an acronym guide as well.

Elections of board positions will be voted on at the January board meeting. Kathy Miller recommended including a copy of the Library's Strategic Plan in the January board packet.

## **9. Next Meeting: Thursday, January 15, 2026, at 11:45 AM in the Historical Room of the Brookings Public Library.**

## **10. Adjournment**

The Library Board meeting adjourned at 12:34pm.

Respectfully submitted,  
Ashia Gustafson  
Director of Library Services