

BROOKINGS PUBLIC LIBRARY

BOARD OF TRUSTEES

November 13, 2025

MEETING MINUTES

The Board of Trustees of the Brookings Public Library met on Thursday, November 13, at 11:45 am in the Historical Room at the Brookings Public Library.

MEMBERS PRESENT: Kathy Miller, Allison Schmitt, Brittany Shaw

OTHERS PRESENT: Nita Gill, Shane Andreassen

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 approved the meeting minutes from October 16, 2025.

4. Old Business

4.1 Library Fines CD

Shane Andreassen reviewed information about the CD at First Bank and Trust. Since it is a government CD, the APY rate is lower than a consumer CD. The CD matured 11/12/25. The bank offered a 1.5% APY, 12-month CD reinvestment, which is below current market standards. Staff recommends letting the CD dissolve and re-depositing the funds into the Fines checking account. Kathy Miller moved to transfer the matured CD funds to the checking account. Brittany Shaw seconded. Motion carried.

5. Other Items & Reports

5.1 Financial Report

Nita Gill presented a review of the 2025 budget through October to the Library board members.

5.2 Librarian's Report

Programming:

Children: 150 people attended the Star Wars Spooktacular party, with four members of the 501st Legion in attendance. Work is continuing to prepare the children's books for the new shelving and layout changes.

Teen: The mural painting in the YA area is underway. Designed by local artist Rachel Funk and carried out by Lowe's volunteers. 10 teens participated in the geode skull making craft.

Adult: Spa night is coming on November 17.

Tech: Library Furniture International (LFI) is tentatively planning a late November/early December install for the shelving and furniture purchased with the Lowe's Hometowns grant funds. An extension on the grant was necessary to accommodate delays in shelving arrival, but the organization facilitating the grant for Lowe's was OK with extending the date until the end of 2025. The Library will likely need to be closed for a couple of days due to disruptions from the shelving install.

Other: The bathroom remodel will begin Monday, November 17. The upstairs bathrooms will be open to the public.

Other: State Librarian George Seamon is coming to the Library on Monday, November 17, at 11:30am to present the Library with an accreditation certificate. Notice of Quorum will be sent out before the event.

6. New Business

6.1 Approval of Bills

The Library Board members reviewed the October 2025 bills, budgets, and expenditures. Nita Gill explained the increase in book purchasing from Amazon is due to the closure of Baker & Taylor, as well as a discount offered by Amazon. Allison Schmitt moved for approval. Kathy Miller seconded. Motion carried.

6.2 County Library Funding

Nita Gill reviewed the County Library Funding memo with the Library Board. The Brookings County Commission cut funding to the Brookings Public Library from \$25,000, which has been received for the last four years, to \$10,000. The request for 2026 was \$35,000. To make up for this funding short-fall, but to reflect the fact that the County is contributing some funding, staff is recommending charging \$25 for each adult county card beginning January 1, 2026.

Children's cards would not have a charge, but must be connected to a paid adult county card. County cards would expire every year instead of every three years. Staff have discussed how they would communicate this change with patrons, if it occurs. Information would be included in the December newsletter and an email blast would go out to all patrons. Signage would be created to display near the foyer calendar and the front desk. Brittany Shaw moved for approval. Allison Schmitt seconded. Motion carried.

6.3 Proposed Library Close Dates for 2026

Nita Gill reviewed the proposed Library closure dates and times for 2026. Kathy Miller moved to approve. Allison Schmitt seconded. Motion carried.

6.4 Programming Policy

Nita Gill reviewed the Programming Policy with the Library Board. Kathy Miller submitted a page of possible edits and updates. Allison Schmitt asked if there needed to be definitions under the part III DEFINITIONS section. The Library Board members decided to table the discussion and review the policy at their next meeting after the edits have been included.

7. Items Not on the Agenda

The Library Board discussed the proposed meeting with legislators scheduled for Saturday, November 22, in the Cooper Room of the Library. Mark Binkley stated that Tim Reed, Melissa Heermann, and Roger DeGroot all responded to him electronically and confirmed their attendance. District 8 legislator attendance has not been confirmed. The board asked if Ashia Gustafson could provide an update regarding District 8 legislators and their possible attendance.

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

9. Adjournment

The Library Board meeting adjourned at 12:24pm.

Respectfully submitted,
Ashia Gustafson
Director of Library Services