

BROOKINGS PUBLIC LIBRARY
BOARD OF TRUSTEES
January 15, 2026
MEETING MINUTES

The Board of Trustees of the Brookings Public Library met on Thursday, January 15, at 11:45 am in the Historical Room at the Brookings Public Library.

MEMBERS PRESENT: Kathy Miller, Allison Schmitt, Denise Hall (via Zoom), and Moriah Flanagan (via Zoom)

OTHERS PRESENT: Ashia Gustafson, Shane Andreasen

1. Call to Order

Allison Schmitt called the meeting to order.

2. Approval of Agenda

Ashia Gustafson amended the agenda to include discussion of the CD in the Library's Donations account. Kathy Miller amended the agenda to include public comment. Kathy Miller motioned to approve the agenda with the additions. Moriah Flanagan seconded. Motion carried.

3. Public Comment

No comments.

4. Election of Officers

Kathy Miller nominated Allison Schmitt for Chair. Moriah Flanagan seconded. Motion carried. Moriah Flanagan nominated Kathy Miller for Vice Chair. Allison Schmitt seconded. Motion carried.

5. Approval of Minutes

Allison Schmitt approved the meeting minutes from December 11, 2025 and December 22, 2025.

6. Old Business

7. New Business

7.1 Review of Brookings Public Library Board of Trustee Bylaws

Ashia Gustafson reviewed the Board of Trustee Bylaws with the Library Board.

7.2 Approval of Bills

The Library Board members reviewed the December 2025 bills, budgets, and expenditures. Kathy Miller inquired as to the gym membership reimbursement expense and Ashia Gustafson explained that it is a full-time employee benefit offered by the City of Brookings. Kathy Miller moved for approval. Denise Hall seconded. Motion carried.

7.3 Proposed 2026 Library Fines Budget

Ashia Gustafson reviewed the proposed 2026 Fines Budget with the Library Board. Denise Hall moved for approval. Allison Schmitt seconded. Motion carried.

7.4 Library Donation Account CD

Ashia Gustafson reviewed available options for the CD maturing 1/28/26 in the Library's Donation account. Kathy Miller moved to reinvest the full amount of the maturing CD into a new 9-month CD. Moriah Flanagan seconded. Motion carried.

8. Other Items & Reports

8.1 Financial Report

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

8.2 Librarian's Report

Programming:

Children: Santa visited for a Holiday story time on December 6. Life-sized Candyland was a success over the school holiday break with 160 people coming to play. Winter and Spring programming have begun with tween book club, puppet club and a breakout challenge. Music Makers and story times resume January 26.

Teen: 14 teens attended two Workshop Wednesday programs. 50 people attended the Swiftmas Party.

Adult: An Interactive Mystery Game will run January 27 – 29.

Tech: The large format printer is set up and ready for use.

Other: The bathroom remodel should be complete by the end of January.

Other: The Friends of the Library gift wrapping fundraiser raised \$100.

Other: The Friends of the Library were gifted \$12,000 by the Fishback Foundation.

8.3 Review of Strategic Plan

Ashia Gustafson reviewed the Strategic Plan with the Library Board members. Ashia Gustafson demonstrated a link on the Library's website to a public dashboard that allows users to view the Library's quarterly strategic plan updates.

9. Items Not on the Agenda

Ashia Gustafson will send her performance assessment to the board for review.

10. Next Meeting: Thursday, February 12, 2026, at 11:45 AM in the Historical Room of the Brookings Public Library.

11. Adjournment

The Library Board meeting adjourned at 12:28pm.

Respectfully submitted,
Ashia Gustafson
Director of Library Services