

**BROOKINGS PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**August 14, 2025**  
**MEETING MINUTES**

The Board of Trustees of the Brookings Public Library met on Thursday, August 14, at 11:45 am in the Historical Room at the Brookings Public Library.

MEMBERS PRESENT: Kathy Miller, Allison Schmitt, Brittany Shaw, Denise Hall (via Zoom), Mark Binkley

OTHERS PRESENT: Ashia Gustafson, Shane Andreasen

**1. Call to Order**

Mark Binkley called the meeting to order.

**2. Approval of Agenda**

Mark Binkley approved the meeting agenda with no changes.

**3. Approval of Minutes**

Mark Binkley approved the meeting minutes from July 17, 2025.

**4. Public Comment**

**5. Old Business**

**6. Other Items & Reports**

**6.1 Financial Report**

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

**6.2 Librarian's Report**

**Programming:**

Children: The children's summer programs have almost wrapped. Three more life-size Trivial Pursuit events will be held next week. August 14 and August 16 from 10am-11:30am are the two make-up times for prizes for the summer reading program.

Teen: 106 teens registered for the summer reading program which is slightly under last year's registration of 128. Although fewer teens registered this year, program attendance has stayed steady or continued to climb all summer long.

Adult: The summer reading program for adults has been popular this year with participation numbers forthcoming. It may have been one of the most successful adult summer reading programs to date. Adult programs were also well attended: 96 people attended the bar crawl, 23 attended the "History of the Blues" concert, 57 people attended the History of Farmsteads talk, and 24 people attended the floral teal light craft event.

Tech: The public computers have been moved from the previous Computer Lab space out to the front of the Circulation Desk. Overall the move has gone well. Shelving has been ordered using the Lowe's grant funding. Unfortunately, there is a 12-16 week lead time so shelving will not arrive until October or November. The grant is supposed to wrap by November 14, but the grant organization has stated that an extension can be requested if necessary. Selecting new furniture and developing a mural plan for the teen area are next on the grant agenda. As part of the grant project, the Library will host a volunteer day with Lowe's employees which may include mural painting. Kathy Miller asked if the Teen Advisory Board has been present for the plans to redesign the teen area, and Ashia Gustafson stated that local artist Rachel Funk will be working with their group to flesh out mural ideas.

Other: The Library staff participated in a staff development session on August 6. Following breakfast, the group participated in a training entitled, "Building Joy-Centric Libraries" that focused on finding and bringing joy into our work. The group played Family

Feud as a team building activity, and then had a discussion on the results of the recent City employee survey. Allison Schmitt asked for an overview of the employee survey results. Ashia Gustafson stated that overall results reflected positive staff feedback with employees enjoying things like the quality of their work/life balance, while areas for improvement included clearer communication and more precise leadership.

**Other:** New light fixtures have been ordered to replace the large green light structure above the circulation desk. Clites electric will install the new fixtures.

## **7. New Business**

### **7.1 Approval of Bills**

The Library Board members reviewed the July 2025 bills, budgets, and expenditures. Allison Schmitt moved for approval. Denise Hall seconded. Motion carried.

### **7.2 Circulation Policy**

Ashia Gustafson reviewed the proposed updates to the Circulation Policy with the Library Board. Kathy Miller moved for approval. Allison Schmitt seconded. Motion carried.

### **7.3 Meeting Room Policy**

Ashia Gustafson reviewed the proposed updates to the Meeting Room Policy with the Library Board. Brittany Shaw moved for approval. Allison Schmitt seconded. Motion carried.

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

## **9. Adjournment**

The Library Board meeting adjourned at 12:34pm.

Respectfully submitted,  
Ashia Gustafson  
Director of Library Services