

BROOKINGS PUBLIC LIBRARY
BOARD OF TRUSTEES
June 12, 2025
MEETING MINUTES

The Board of Trustees of the Brookings Public Library met on Thursday, June 12, at 11:45 am in the Historical Room at the Brookings Public Library.

MEMBERS PRESENT: Mark Binkley, Kathy Miller, Allison Schmitt, Denise Hall, Brittany Shaw

OTHERS PRESENT: Ashia Gustafson, Shane Andreassen

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 May 15, 2025.

4. Public Comment on Items not on the Agenda

5. Other Items & Reports

5.1 Financial Report

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

5.2 Librarian's Report

Programming:

Children: The Foam party scheduled for June 11 is being rescheduled due to bad weather. The Bike Rodeo, June 18, and the Transportation Fair, June 25, round out the Big Wednesday kid's programs in June. As of June 12, the Children's Summer Reading Program registrations are at 930, which surpasses the 2024 registrations of 904.

Teen: Registrations for the Teen Summer Reading Program are at 100 as of June 12. The teen's Five Nights at Freddy's Escape Room ran June 10 – 12 and was largely conceived by the Teen Advisory Board. Due to new licensing restrictions, Anime Club will end after the June 18 meeting. Crunchyroll no longer offers a Library viewing subscription and Swank Motion Pictures does not offer many anime viewing options.

Adult: Bad Art Night saw 59 people attend. Speed Friending registration filled up quickly and all 16 people attended.

Tech: The library has acquired a \$120,000 grant to replace the entire children's easy book shelving as well as the tops and end caps in the juvenile and teen sections. The grant will also add some new furniture and a mural to the teen section. The grant cannot be publicly acknowledged until after the donors officially make their announcement at the end of June. The project will need to be completed by mid-November.

Statistics: Kathy Miller inquired as to the increase of in-house item counts in the statistics from 2024 to 2025. Ashia Gustafson explained that the increase is most likely a combination of increased library usage and staff diligence and awareness when counting in-house material usage.

Other: The Library Courier has resumed.

Other: Charles Stuart was hired as Circulation Manager and began his role on June 9.

6. Old Business

7. New Business

7.1 Approval of Bills

The Library Board members reviewed the May 2025 bills, budgets, and expenditures. Kathy Miller moved to approve. Brittany Shaw seconded. Motion carried.

7.2 Policy Review

Ashia Gustafson reviewed the Historical Collection Policy, Video Surveillance Policy, and Volunteer Policy with the Library Board. No changes or updates were proposed. Allison Schmitt moved for approval of all three policies. Denise Hall seconded. Motion carried.

7.3 Approval Early Close – July 3

Ashia Gustafson reviewed the Library Board Agenda Memo requesting an early closure of 5:00pm on July 3, 2025 due to anticipated low walk-in counts in the Library. Kathy Miller moved to approve. Brittany Shaw seconded. Motion carried.

8. Items Not on the Agenda

Ashia Gustafson discussed the temperature fluctuations in the building. Johnson Controls discovered an HVAC chiller has a failing part that needs replacing. The part has been ordered but has not yet been installed.

The Institute of Museum and Library Services (IMLS) has been funded through June 2026.

9. Next Meeting: Thursday, July 17, 2025 at 11:45 AM in the Historical Room of the Brookings Public Library.

10. Adjournment

The Library Board meeting adjourned at 12:13pm.

Respectfully submitted,
Ashia Gustafson
Director of Library Services