

BROOKINGS PUBLIC LIBRARY
BOARD OF TRUSTEES
March 16, 2023
MEETING MINUTES

The Board of Trustees of the Brookings Public Library met on Thursday, March 16 at 12:00 pm via Zoom.

MEMBERS PRESENT: Kathy Miller, Denise Hall, Stephanie Carroll, Brittany Shaw

OTHERS PRESENT: Ashia Gustafson, Shane Andreasen

1. Call to Order

Brittany Shaw called the meeting to order.

2. Approval of Agenda

Brittany Shaw approved the meeting agenda with no changes added.

3. Approval of Minutes

Brittany Shaw approved the meeting minutes from February 16, 2023 with no changes added.

4. Old Business

4.1 Outreach Services Policy

Ashia Gustafson presented the board with the revised Outreach Services Policy. The committee members reviewed the updates. Kathy Miller requested that Ashia Gustafson contact an outreach services patron who has overdue fines to discuss a resolution. Kathy Miller motioned for approval of the policy. Denise Hall seconded. Motioned carried.

5. New Business

5.1 Approval of Bills

The Library Board members reviewed the February 2023 bills, budgets, and expenditures. Stephanie Carroll moved to approve. Kathy Miller seconded. Motion carried.

5.2 Draft Annual Report

The committee reviewed the draft report. Kathy Miller asked about the asynchronous programming number of -1. Ashia Gustafson clarified that views for asynchronous programming are not tracked and the -1 value is listed by default so it was not altered. Stephanie Carroll moved to approve the draft report. Kathy Miller seconded. Motion carried.

5.3 Work from Home/Remote Work Policy

Ashia Gustafson presented the board with the Work from Home/Remote Work Policy. Kathy Miller moved to approve the policy. Denise Hall seconded. Motion carried.

6. Other Items & Reports

6.1 Financial Report

Ashia Gustafson presented the review of the 2023 budget through February to the Library Board members. The city council approved the budget amendment requests to carry forward 2022 library funds into the 2023 library budget during the 3-14-23 city council meeting.

6.2 Librarian's Report

Ashia Gustafson presented the librarian's report to the board. Spring story time and music makers programs have begun. Ukulele classes will be offered again this month. The junior materials section is being reorganized by genre. Jenny Kluck is working with middle school library staff to figure out how to continue offering the graphic novel club over the summer months. The adult programs for Black History month and winter reading were a success. Mikaela Neubauer received the Peggy Barber Tribute Grant for adult programming. Only three Peggy Barber Tribute Grants are award nationwide each year. Mikaela

Neubauer has applied for a South Dakota Humanities grant for intergroup dialogues. The library is working with Brookings engraving to update signage throughout the library.

7. Public Comment on Items not on Agenda

Kathy Miller asked about the withdrawn total listed on the statistics report and how that differs from the other individualized withdrawn categories. Ashia Gustafson clarified that the withdrawn category is for weeding projects and often refers to large sections withdrawn from the collection while the other categories are generally for smaller materials such as one lost book taken out of the collection.

Ashia Gustafson clarified guidelines for obtaining continuing education credits. After attending an event for continuing education credits, the Library Board Member(s) will report back to the committee about what they learned in order to receive credit. She requested that Kathy Miller report on her attendance to the Black History month events at next month's board meeting.

8. Next Meeting: Thursday, April 13 at 12:00 PM in the Historical Room

9. Adjournment

Ashia Gustafson adjourned the Library Board meeting at 12:35pm.

Respectfully submitted,
Ashia Gustafson
Director of Library Services