

**BROOKINGS PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**December 12, 2019  
MEETING MINUTES**

The Board of Trustees of the Brookings Public Library met on Thursday, December 12, 2019 at 12:00 pm in the Historical Room at the Brookings Public Library.

MEMBERS PRESENT: Deb Waltman, Sarah Meusburger, Kathy Miller, Doug O'Neill, Michael Linehan

OTHERS PRESENT: Ashia Gustafson, Jen Anderson

**1. Call to Order**

Deb Waltman called the meeting to order.

**2. Approval of Agenda**

Deb Waltman called for approval of the meeting agenda. Michael Linehan moved to approve the meeting agenda. Doug O'Neill seconded. Motion carried.

**3. Approval of Minutes**

Deb Waltman called for approval of the minutes from the November 14, 2019 meeting. Kathy Miller moved to approve the meeting minutes. Sarah Meusburger seconded. Motion carried.

**4. Old Business**

**4.1 Board Continuing Education Hours**

Ashia Gustafson presented the Library Board members with the current record of continuing education hours. The Library Board members need to earn 45 continuing education credits for reaccreditation at exemplary status.

**5. New Business**

**5.1 Approval of Bills**

The Library Board members discussed the November 2019 bills, budgets and expenditures. Sarah Meusburger moved to approve the November 2019 bills. Michael Linehan seconded. Motion carried.

**5.2 Proposed Fines Budget**

Ashia Gustafson presented the proposed fines budget for 2020 to the Library Board members. The Library Board members discussed the 2020 fines budget. Kathy Miller moved to approved the proposed fines budget for 2020. Doug O'Neill seconded. Motion carried.

**6. Other Items & Reports**

**6.1 Financial Report**

Ashia Gustafson presented the review of the 2019 Budget through November to the Library Board members. The Library Board members discussed the budget. Ashia Gustafson informed the Library Board members about new clocks being ordered and should arrive soon.

**6.2 Librarian's Report**

Ashia Gustafson presented the monthly report to the Library Board members. Ashia Gustafson was approached by a patron with a complaint on a juvenile book (Who was Che Guevara?). Michael Linehan moved for the patron to follow the Library's request for reconsideration of materials and display policy and procedure as outlined in the Brookings Public Library Policy Manual. Doug O'Neill and Deb Waltman seconded. Motion carried.

## **7. Next Meeting Date and Time**

Ashia Gustafson asked the Library Board members if meeting time can be changed to 12:00 pm on the second Thursday of every month from now until March 2020, due to schedule conflicts. Michael Linehan moved to have the Library Board meetings at 12:00 pm on the second Thursday of every month, for the next three months. At the March 2020 Library Board meeting, the time of meeting will be readdressed. Doug O'Neill and Kathy seconded. Deb Waltman abstained from voting. Motion carried.

## **8. Public Comment on Items not on Agenda**

## **9. Adjournment**

Michael Linehan moved to adjourn the meeting. Sarah Meusburger seconded. The meeting adjourned at 12:35 pm.

Respectfully submitted,  
Ashia Gustafson,  
Director of Library Services