

**BROOKINGS PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**January 9, 2020**  
**MEETING MINUTES**

The Board of Trustees of the Brookings Public Library met on Thursday, January 9, 2020 at 12:00 pm in the Historical Room at the Brookings Public Library.

MEMBERS PRESENT: Sarah Meusburger, Deb Waltman, Kathy Miller, 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. Kathy Miller moved to approve the meeting agenda with two additions (5.3 Election of Officers & 5.4 Community Partnership). Michael Linehan seconded. Motion carried.

**3. Approval of Minutes**

Deb Waltman called for approval of the minutes from the December 12, 2019 meeting. Kathy Miller moved to approve the meeting minutes. Sarah Meusburger seconded. Motion carried.

**4. Old Business**

**5. New Business**

**5.1 Approval of Bills**

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

**5.2 Acceptable Behavior Policy**

Ashia Gustafson presented the Acceptable Behavior Policy to the Library Board members. The Library Board discussed the policy. Michael Linehan moved to approve the Acceptable Behavior Policy with the additions. Kathy Miller seconded. Motion carried.

**5.3 Election of Officers**

The Library Board members discussed electing new Officers. Deb Waltman (President) and Sarah Meusburger (Vice President) served for one year. Kathy Miller moved to elect Sarah Meusburger as President of the Library Board and to elect Doug O'Neill as the Vice President of the Library Board. Michael Linehan seconded. Motion carried.

**5.4 Community Partnership**

Sarah Meusburger shared some ideas for the Library to build partnerships with community organizations with the Library Board members. Sarah Meusburger suggests communicating with different community entities to target 20-35-year-old patrons. Ashia Gustafson will have Mikaela Neubauer (Community Services Coordinator) look into these suggestions.

**6. Other Items & Reports**

**6.1 Financial Report**

Ashia Gustafson presented the review of the 2019 Budget through December to the Library Board members. The Library Board members discussed the budget.

## **6.2 Librarian's Report**

Ashia Gustafson presented the monthly report to the Library Board members. The Library added a large calendar in foyer to display Library events by month. Patrons have given a lot of positive comments. Also, the Library created a new layout/style for the monthly newsletter.

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

## **8. Next Meeting: Date and Time**

Ashia Gustafson will be at the SDLA Library Legislative Day in Pierre, SD on Thursday, February 13, 2020. The Library Board members discussed possible dates for the board meeting. Michael Linehan moved for the Library Board meeting to be on Thursday, February 20 at 12:00 PM. Kathy Miller seconded. Motion carried.

## **9. Adjournment**

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

Respectfully submitted,  
Ashia Gustafson,  
Director of Library Services