

BROOKINGS PUBLIC LIBRARY
BOARD OF TRUSTEES
June 17, 2021
MEETING MINUTES

The Board of Trustees of the Brookings Public Library met on Thursday, June 17, 2021 at 12:00 pm in the Cooper Room at the Brookings Public Library.

MEMBERS PRESENT: Kathy Miller, Deb Waltman, Doug O'Neill, Stephanie Carroll, Denise Hall

OTHERS PRESENT: Ashia Gustafson

1. Call to Order

Kathy Miller called the meeting to order at 12:02 pm.

2. Approval of Agenda

Kathy Miller called for approval of the meeting agenda. Stephanie Carroll moved to approve the meeting agenda. Denise Hall seconded. Motion carried.

3. Approval of Minutes

Kathy Miller called for approval of the minutes from the May 13, 2021 meeting. Deb Waltman moved to approve the meeting minutes. Stephanie Carroll seconded. Motion carried.

4. Old Business

4.1 Board Continuing Education Hours

Ashia Gustafson presented the Library Board members with the current credit hours of continuing education. Kathy Miller talked about various ways to get credits, through Library 2.0 and Webjunction. The Library Board is half way on getting their continuing education credits for accreditation.

4.2 Strategic Plan Review

Ashia Gustafson went through the current 2019-2021 Strategic Plan with the Library Board members. The Library Board discussed the upcoming 2022-2024 Strategic Plan process. Kathy Miller mentioned a webinar on Strategic planning in August. Ashia Gustafson asked the Library Board to think of two or three community members to be on the Community Input Panel, which will take place sometime in September.

4.3 Walk-In Comparison

Ashia Gustafson presented the Library Board members with a comparison of walk-in counts from September 2019-February 2020 and May 2021. The Library Board will compare walk-in counts and discuss at the August meeting to determine the Library's closing hours.

5. New Business

5.1 Approval of Bills

The Library Board members discussed the May 2021 bills, budgets and expenditures. Deb Waltman moved to approve the May 2021 bills. Doug O'Neill seconded. Motion carried.

5.2 Library Close Days- December 26 and January 2

Ashia Gustafson requested the Library Board members to consider the Library being closed on Sunday, December 26 and Sunday, January 2. Doug O'Neill moved to approve closing the Library on Sunday, December 26 and Sunday, January 2. Stephanie Carroll seconded. Motion carried.

5.3 Meeting Room Re-Opening

Ashia Gustafson asked the Library Board members when they would like to re-open the meeting rooms to the public. The Library is currently holding Library programs in the meeting rooms, but not allowing the public to use them. Ashia Gustafson

suggested August 1, which would allow the meeting and study rooms to be open when school resumes for the year and allow for groups to plan events into the Fall. Kathy Miller made a motion to re-open the Library meeting and study rooms to the public beginning August 1, with the understanding that if COVID resurges we will be able to close them to the public if needed. Denise Hall seconded. Motion Carried.

6. Other Items & Reports

6.1 Financial Report

Ashia Gustafson presented the review of the 2021 Budget through May 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 Board members discussed possible ARPA funding for the Library, and successful programs that have occurred.

7. Public Comment on Items not on Agenda

8. Next Meeting: Thursday, July 15 at 12:00 PM in the Historical Room.

9. Adjournment

Doug O'Neill moved to adjourn the meeting. Deb Waltman seconded. The meeting adjourned at 1:30 pm.

Respectfully submitted,
Ashia Gustafson,
Director of Library Services