

**BROOKINGS PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**April 13, 2023**  
**MEETING MINUTES**

The Board of Trustees of the Brookings Public Library met on Thursday, April 13 at 12:00 pm in the Historical Room at the Brookings Public Library.

MEMBERS PRESENT: Kathy Miller, 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 March 16, 2023 with no changes added.

**4. Old Business**

**5. New Business**

**5.1 Approval of Bills**

The Library Board members reviewed the March 2023 bills, budgets, and expenditures. Kathy Miller inquired about procedures for program cost effectiveness. Ashia Gustafson explained that each employee runs a cost analysis after each program to weigh the cost to benefit ratio. The Library Board members would like to have a cost to benefit analysis run for summer programs at the library with a report in September. Kathy Miller moved to approve. Stephanie Carroll seconded. Motion carried.

**5.2 Tools to Fight Censorship**

The committee reviewed the Citizens Request for Reconsideration Policy and Materials Selection Policy. Ashia Gustafson reviewed the updates with the board members. Kathy Miller pointed out some grammatical errors for correction. Stephanie Carroll motioned to approve the policy with the updates and corrections. Brittany Shaw seconded. Motion carried.

**5.3 Acceptable Behavior Policy**

The committee reviewed the Acceptable Behavior Policy with additional verbiage regarding vaping. Kathy Miller moved to approve the policy with the updated verbiage. Stephanie Carroll seconded. Motion carried.

**6. Other Items & Reports**

**6.1 Financial Report**

Ashia Gustafson presented the review of the 2023 budget through March to the Library Board members. Kathy Miller pointed out an increase in the telephone bill costs. Ashia Gustafson explained that the internet was upgraded to dark fiber per the request of the city's information technology department for security purposes and that upgrade raised the monthly costs. The additional costs will be absorbed by other budget categories for the 2023 fiscal year, and the budgeted amount in the telephone category will need to increase in 2024.

**6.2 Librarian's Report**

Ashia Gustafson presented the librarian's report to the board. Labeling items by genre in the children's fiction section is almost complete. The children's interactive movie was a success. Giant Candyland was very well received. Jenny Kluck is in discussions with the middle school personnel to continue offering the teen graphic novel club through the summer. The library has been awarded the Peggy Barber Tribute Grant which will focus on programming for underserved disabled members in the

community. Intergroup dialogue sessions are being planned and Mikaela Neubauer has applied for a South Dakota Humanities grant for \$3,725 to enhance the program. The Carrot Seed will be partnering with the library for the bar crawl baking competition. Ashia Gustafson passed around a physical example of the new signage being implemented at the library. A plan to rearrange the young adult section of the library is underway.

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

**8. Next Meeting: Thursday, May 11, 2023 at 12:00 PM in the Historical Room**

**9. Adjournment**

Ashia Gustafson adjourned the Library Board meeting at 12:45pm.

Respectfully submitted,  
Ashia Gustafson  
Director of Library Services