

BROOKINGS PUBLIC LIBRARY
BOARD OF TRUSTEES
August 17, 2023
MEETING MINUTES

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

MEMBERS PRESENT: Brittany Shaw, Stephanie Carroll, Linda Richter

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 July 13, 2023.

4. Public Comment on Items Not on Agenda

No members of the public attended the meeting.

5. Old Business

6. New Business

6.1 Approval of Bills

The Library Board members reviewed the July 2023 bills, budgets, and expenditures. Stephanie Carroll moved to approve. Linda Richter seconded. Motion carried.

6.2 Acceptable Behavior Policy

Ashia Gustafson presented the Acceptable Behavior Policy to the Library Board with proposed updates. Stephanie Carroll moved to approve the policy with the updates. Linda Richter seconded. Motion carried.

6.3 Outreach Services Policy

Ashia Gustafson presented the Outreach Services Policy to the Library Board with proposed updates. Brittany Shaw moved to approve the policy with the updates. Stephanie Carroll seconded. Motion carried.

6.4 Fine Free Discussion

Ashia Gustafson presented the board with information around the possibility of eliminating fines for overdue materials at the library. Various financial reports and different fines options were reviewed and discussed. Stephanie Carroll requested a report that itemizes overdue fees by category to see which materials are incurring overdue charges most frequently. Ashia Gustafson will research the request. Stephanie Carroll questioned how much library staff time is spent processing fines and if it is worth the effort in relation to the fine amounts being collected. Stephanie Carroll moved to table the fine free discussion until the October 12, 2023 board meeting. Brittany Shaw seconded. Motion carried. Ashia Gustafson will also present a report showing previous annual budgets and expenses from the fines account at the October 12, 2023 board meeting.

7. Other Items & Reports

7.1 Financial Report

Ashia Gustafson presented the review of the 2023 budget through July to the Library Board members.

7.2 Librarian's Report

Summer program prize drawings have begun. The children's reading room has been stripped and waxed. The young adult bubble tea program was a big success. The Rotary Club career grant has \$1,400 remaining and Jenny Kluck will continue to grow the program with these funds. Teen hang zone has been popular. Teen bullet journaling classes filled quickly. The pet parade had 188 spectators and 25 participants. There were 15 library card sign-ups at Crazy Days. The Oregon Trail event had 61 participants. Maker Lab programs are going well. The \$6,000 digital literacy grant from the Public Library Association and AT&T will be used to purchase tablets for programs. The library is looking for facilitators for the Intergroup Dialogues program this fall.

Stephanie Carroll requested a list of talking points for engaging in book banning conversations with the public. Ashia Gustafson will work on creating a document.

8. Next Meeting: Thursday, September 14 at 12:00 PM in the Historical Room

9. Adjournment

Brittany Shaw adjourned the Library Board meeting at 1:04pm.

Respectfully submitted,
Ashia Gustafson
Director of Library Services