

BROOKINGS PUBLIC LIBRARY
BOARD OF TRUSTEES
MONTH DAY, 2020
MEETING MINUTES

The Board of Trustees of the Brookings Public Library met on Thursday, February 20, 2020 at 12:00 pm in the Historical Room at the Brookings Public Library.

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

OTHERS PRESENT: Ashia Gustafson, Jen Anderson

1. Call to Order

Sarah Meusburger called the meeting to order.

2. Approval of Agenda

Sarah Meusburger called for approval of the meeting agenda. Kathy Miller moved to approve the meeting agenda. Michael Linehan seconded. Motion carried.

3. Approval of Minutes

Sarah Meusburger called for approval of the minutes from the January 9, 2020 meeting. Michael Linehan moved to approve the meeting minutes. Kathy Miller seconded. Motion carried.

4. Old Business

5. New Business

5.1 Approval of Bills

The Library Board members discussed the January 2020 bills, budgets and expenditures. Doug O'Neill moved to approve the January 2020 bills. Michael Linehan seconded. Motion carried.

5.2 Festival of Books Sponsorship

The South Dakota Humanities Council has asked the Library for the same donation as last year of \$2,500, along with the Friends of the Library's donation. Ashia Gustafson expressed that the Festival of Books brings in a large influx of people to town, which helps the City's funds. Michael Linehan moved to match Friends of the Library donation and to use funds from the Library Fines Account. Kathy Miller seconded. Motion carried.

5.3 2020 Close Dates

The Library Board members discussed proposed close dates for the Library. Kathy Miller moved for the Library to be closed on Sunday, April 12 (Easter) and Saturday, July 4 (Independence Day), opening at noon on Saturday, October 31 (Hobo Day) and closing at 5:00 PM on Wednesday, November 25 (Thanksgiving Eve), Thursday, December 24 (Christmas Eve), and Thursday, December 31 (New Years Eve). Michael Linehan seconded. Motion carried.

5.4 Change the Board Meeting Day

Ashia Gustafson provided notice to change the Board of Trustee Bylaws current meeting schedule to meet the second Thursday after the first Monday of each month. Per Article VII - General, Section 2 states "The bylaws may be amended by the majority vote of all members of the Board provided written notice of the proposed amendment shall have been distributed to all members at least ten days prior to the meeting at which such action is purposed to be taken." The Library Board members discussed possible changes to meeting time and date. Also, Doug O'Neill proposed for the Library Board members to determine the time (12:00 pm or 5:30 pm) of the next meeting at the previous Library Board meeting. Tabled to be voted on at the March 12, 2020 Library Board meeting.

5.5 Director Annual Review

The Library Board members were provided with the Director of Library Services Performance Review form and is due on Monday, March 2. The Library Board members will review the Director of Library Services and provide feedback to the City Manager.

5.6 2019 Annual State Report

Ashia Gustafson presented the Annual Report for the State Library for the Library Board members to review. The Library Board members reviewed and discussed the Annual State Report. Kathy Miller moved to approve the Annual State Report with changes discussed. Michael Linehan seconded. Motion carried.

6. Other Items & Reports

6.1 Financial Report

Ashia Gustafson presented the review of the 2020 Budget through January 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. Ashia Gustafson updated the Library Board members on personnel changes at the Library. More discussion was had on a digital sign for the outside of the Library. Chuck Bennis is almost finished with the Mural behind the circulation desk.

8. Next Meeting: Thursday, March 12 at 12:00 PM

9. Adjournment

Michael Linehan moved to adjourn the meeting. Kathy Miller seconded. The meeting adjourned at 12:58 pm.

Respectfully submitted,
Ashia Gustafson,
Director of Library Services