

**BROOKINGS PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**March 12, 2020**  
**MEETING MINUTES**

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

MEMBERS PRESENT: Sarah Meusburger, Doug O'Neill, Deb Waltman, 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. Michael Linehan moved to approve the meeting agenda. Kathy Miller seconded. Motion carried.

**3. Approval of Minutes**

Sarah Meusburger called for approval of the minutes from the February 20, 2020 meeting. Kathy Miller moved to approve the meeting minutes. Deb Waltman seconded. Motion carried.

**4. Old Business**

**4.1 Change the Board Meeting Day**

Ashia Gustafson proposed that the Library Board meet on the second Thursday after the first Monday of each month. Motion was moved and seconded by all Library Board members. Motion carried. Deb Waltman moved to change the verbiage in Article V – Meetings, Section 1 to read "The Library Trustees shall meet at least once during each quarter of the year, the date and hour to be set by the Board. Michael Linehan seconded. Motion carried.

**4.2 Review of Strategic Plan**

Ashia Gustafson updated the progress on the goals and projects from the 2019-2021 Strategic Plan to the Library Board members. The Library Board members discussed strategic initiatives on achieved and yet to be accomplished goals and projects to stay current with the community.

**5. New Business**

**5.1 Approval of Bills**

The Library Board members discussed the February 2020 bills, budgets and expenditures. Kathy Miller moved to approve the February 2020 bills. Michael Linehan seconded. Motion carried.

**5.2 Travel Requests**

Ashia Gustafson requested the approval of travel for two staff members to attend the TLCU conference in August 2020. This conference is very helpful in learning how to better utilize our library software. Ashia Gustafson requested the approval of travel to Washington D.C. in May 2020 for National Library Legislative Day due to being SDLA President. Kathy Miller moved to approve both travel request. Doug O'Neill seconded. Motion carried.

**6. Other Items & Reports**

**6.1 Financial Report**

Ashia Gustafson presented the review of the 2020 Budget through February to the Library Board members. The Library Board members discussed the budget. Ashia Gustafson is working on a list to prioritize the use of the Library's furniture budget.

## **6.2 Librarian's Report**

Ashia Gustafson presented the monthly report to the Library Board members. The Library's new Young Adult Services Coordinator, Katie Burggraff, was introduced to the Library Board members. Ashia Gustafson will be in contact with the Library Board members through email on the City's plan for the Coronavirus (COVID19) process.

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

## **8. Next Meeting: Thursday, April 16 at 12:00 PM**

## **9. Adjournment**

Deb Waltman moved to adjourn the meeting. Michael Linehan seconded. The meeting adjourned at 1:05 pm.

Respectfully submitted,  
Ashia Gustafson,  
Director of Library Services