

BROOKINGS PUBLIC LIBRARY
BOARD OF TRUSTEES
October 15, 2020
MEETING MINUTES

The Board of Trustees of the Brookings Public Library met on Thursday, October 15, 2020 at 12:07 pm in the Cooper Room at the Brookings Public Library.

MEMBERS PRESENT: Doug O'Neill, Deb Waltman, Kathy Miller, Michael Linehan

OTHERS PRESENT: Ashia Gustafson, Jen Anderson

1. Call to Order

Ashia Gustafson called the meeting to order.

2. Approval of Agenda

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

3. Approval of Minutes

Ashia Gustafson called for approval of the minutes from the September 17, 2020 meeting. Deb Waltman moved to approve the meeting minutes. Doug O'Neill seconded. Motion carried.

4. Old Business

5. New Business

5.1 Approval of Bills

The Library Board members discussed the September 2020 bills, budgets and expenditures. Kathy Miller moved to approve the September 2020 bills. Deb Waltman seconded. Motion carried.

5.2 Mask Policy

Ashia Gustafson presented the Library Mask Policy to the Library Board members. This Mask Policy will follow the City's mask mandate currently in effect. Ashia Gustafson worked with Human Resources and City Attorney on the Mask Policy. The Library Board members discussed the Mask Policy. Michael Linehan moved to approve the Mask Policy as written. Doug O'Neill seconded. Motion carried.

5.3 Acceptable Behavior Policy

Ashia Gustafson presented the Acceptable Behavior Policy to the Library Board members. The Library Board members discussed the Acceptable Behavior Policy. Michael Linehan moved to approve the Acceptable Behavior Policy as written. Doug O'Neill seconded. Motion carried.

5.4 Incremental Re-open Plan

Ashia Gustafson informed the Library Board members on incremental opening plan. Library will extend open hours on Monday, October 19 from 9:30 AM to 5:30 PM, Monday through Friday. The Library will not be adding services at this time. Starting on Monday, November 9 open hours will extend to 9:30 AM to 7:00 PM, Monday through Thursday and Friday from 9:30 AM to 5:30 PM. In January 2021, the Library will re-evaluate hours. The Library Board members discussed the incremental opening plan. Michael Linehan moved to approve the incremental opening plan. Kathy Miller and Doug O'Neill seconded. Motion carried.

6. Other Items & Reports

6.1 Financial Report

Ashia Gustafson presented the review of the 2020 Budget through September to the Library Board members. Ashia Gustafson will be looking into how many continuing education hours the Library Board members have occurred. The Library Board members discussed the budget.

6.2 Librarian's Report

Ashia Gustafson presented the monthly report to the Library Board members. With no school on Friday, October 9, the teens had a movie and coloring event here with social distancing. Had a great turnout with 18 teens able to attend this event. Ashia Gustafson will be on Maternity Leave from October 28 through Tuesday, January 19. Nita Gill will be acting Director during this time.

7. Public Comment on Items not on Agenda

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

9. Adjournment

Michael Linehan moved to adjourn the meeting. Deb Waltman seconded. The meeting adjourned at 12:47 pm.

Respectfully submitted,
Ashia Gustafson,
Director of Library Services