

**BROOKINGS PUBLIC LIBRARY
BOARD OF TRUSTEES**

**November 12, 2020
MEETING MINUTES**

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

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

OTHERS PRESENT: Nita Gill, Jen Anderson

1. Call to Order

Nita Gill called the meeting to order.

2. Approval of Agenda

Nita Gill called for approval of the meeting agenda. Kathy Miller moved to approve the meeting agenda. Deb Waltman seconded. Motion carried.

3. Approval of Minutes

Nita Gill called for approval of the minutes from the October 15, 2020 meeting. Kathy Miller moved to approve the meeting minutes. Deb Waltman seconded. Motion carried.

4. Old Business

5. New Business

5.1 Approval of Bills

The Library Board members discussed the October 2020 bills, budgets and expenditures. Deb Waltman moved to approve the October 2020 bills. Doug O'Neill seconded. Motion carried.

5.2 Outreach Services Policy

Nita Gill presented the Outreach Services policy to the Library Board members. The Library Board members discussed the policy. Kathy Miller moved to approve the revised Outreach Services policy. Michael Linehan seconded. Motion carried.

6. Other Items & Reports

6.1 Financial Report

Nita Gill presented the review of the 2020 Budget through October to the Library Board members. The Library Board members discussed the budget.

6.2 Librarian's Report

Nita Gill presented the monthly report to the Library Board members. Nita Gill is looking to interview and hire two more PT Library Assistants due to the Library extending their hours in the first week of December. The Library Board members highly suggest that the Library hours remain the same until the New Year. The Library Board members disagree with extending the Library hours, while the COVID-19 numbers keep increasing. The Library Board members would like to keep the Library safe during this difficult time. Doug O'Neill moved to recommend the Library keeps the same hours until the New Year and discuss with Paul Briseno. Michael Linehan seconded. Motion carried.

7. Public Comment on Items not on Agenda

8. Next Meeting (Zoom): Thursday, December 17 at 12:00 PM

9. Adjournment

Kathy Miller moved to adjourn the meeting. Michael Linehan seconded. The meeting adjourned at 12:29 pm.

Respectfully submitted,
Nita Gill,
Interim Director of Library Services