

**BROOKINGS PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**May 13, 2021**  
**MEETING MINUTES**

The Board of Trustees of the Brookings Public Library met on Thursday, May 13, 2021 at 12:00 pm in the Cooper Room at the Brookings Public Library.

MEMBERS PRESENT: Deb Waltman, Stephanie Carroll, Denise Hall

OTHERS PRESENT: Ashia Gustafson, Jen Anderson

**1. Call to Order**

Deb Waltman called the meeting to order. Denise Hall, was introduced to the Library Board as a new member.

**2. Approval of Agenda**

Deb Waltman called for approval of the meeting agenda. Stephanie Carroll moved to approve the meeting agenda. Denise Hall seconded. Motion carried.

**3. Approval of Minutes**

Deb Waltman called for approval of the minutes from the April 15, 2021 meeting. Stephanie Carroll moved to approve the meeting minutes. Denise Hall seconded. Motion carried.

**4. Old Business**

**4.1 Continuing Education Credit Hours**

Ashia Gustafson presented the Library Board members with the current credit hours of continuing education. The Library Board members needs 45 credit hours (currently at 26.5 credit hours).

**5. New Business**

**5.1 Approval of Bills**

The Library Board members discussed the April 2021 bills, budgets and expenditures. Denise Hall moved to approve the April 2021 bills. Deb Waltman seconded. Motion carried.

**5.2 Library Close Days**

Ashia Gustafson would request the Library Board members to consider the Library being closed on Saturday, July 3<sup>rd</sup>. The Library is closed on Sunday, July 4<sup>th</sup> for Independence Day. Stephanie Carroll moved for the Library to be closed on Saturday, July 3<sup>rd</sup>. Denise Hall seconded. Motion carried.

**5.3 Circulation Policy**

Ashia Gustafson presented the updated Circulation Policy to the Library Board members. The Library Board members discussed changes to the Circulation Policy. Denise Hall moved to approve the updated Circulation Policy. Deb Waltman seconded. Motion carried.

**6. Other Items & Reports**

**6.1 Financial Report**

Ashia Gustafson presented the review of the 2021 Budget through April 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. The Library Board members discussed the hours at the Library and program funding's.

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

**8. Next Meeting: Thursday, June 17 at 12:00 PM**

**9. Adjournment**

Stephanie Carroll moved to adjourn the meeting. Denise Hall seconded. The meeting adjourned at 12:43 pm.

Respectfully submitted,  
Ashia Gustafson,  
Director of Library Services