

**BROOKINGS PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**July 15, 2021**  
**MEETING MINUTES**

The Board of Trustees of the Brookings Public Library met on Thursday, July 15, 2021 at 12:00 pm in the Historical Room at the Brookings Public Library.

MEMBERS PRESENT: Kathy Miller, Deb Waltman, Doug O'Neill, Stephanie Carroll

OTHERS PRESENT: Ashia Gustafson, Jen Anderson

**1. Call to Order**

Kathy Miller called the meeting to order. Ashia Gustafson provided Library staff job description to the Library Board members.

**2. Approval of Agenda**

Kathy Miller called for approval of the meeting agenda. Deb Waltman moved to approve the meeting agenda. Doug O'Neill seconded. Motion carried.

**3. Approval of Minutes**

Kathy Miller called for approval of the minutes from the June 17, 2021 meeting. Stephanie Carroll moved to approve the meeting minutes. Deb Waltman seconded. Motion carried.

**4. Old Business**

**4.1 Board Continuing Education Hours**

Ashia Gustafson presented the Library Board members with the current record of continuing education hours. Ashia Gustafson will continue to forward emails of Webjunction to the Library Board members for webinar opportunities.

**5. New Business**

**5.1 Approval of Bills**

The Library Board members discussed the June 2021 bills, budgets and expenditures. Doug O'Neill moved to approve the June 2021 bills. Stephanie Carroll seconded. Motion carried.

**5.2 Unattended Children Policy**

Ashia Gustafson presented the Unattended Children Policy to the Library Board Members. The Library Board members discussed the verbiage. Deb Waltman moved to approve the additional verbiage "if parent is unable to be contacted, Library staff will contact the police." Doug O'Neill seconded. Motion carried.

**5.3 2022 Budgeting**

Ashia Gustafson presented the proposed budgets to the Library Board members. Due to a Fines CD coming due in November, the Library Board members would like to wait until November to decide on the Fines budget for 2022.

**6. Other Items & Reports**

**6.1 Financial Report**

Ashia Gustafson presented the review of the 2021 Budget through June to the Library Board members. The Library Board members discussed the budget and possible grant funds.

**6.2 Librarian's Report**

Ashia Gustafson presented the monthly report to the Library Board members. Friends of the Library "spin art" at the Brookings Arts Festival was steady with children stopping all day after the rain stopped.

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

**8. Next Meeting: Thursday, August 12 at 12:00 PM in the Historical Room**

**9. Adjournment**

Stephanie Carroll moved to adjourn the meeting. Doug O'Neill seconded. The meeting adjourned at 12:55 pm.

Respectfully submitted,  
Ashia Gustafson,  
Director of Library Services