

**BROOKINGS PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**August 12, 2021**  
**MEETING MINUTES**

The Board of Trustees of the Brookings Public Library met on Thursday, August 12, 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, Denise Hall

OTHERS PRESENT: Ashia Gustafson, Jen Anderson

**1. Call to Order**

Kathy Miller called the meeting to order.

**2. Approval of Agenda**

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

**3. Approval of Minutes**

Kathy Miller called for approval of the minutes from the July 15, 2021 meeting. Deb Waltman moved to approve the meeting minutes. Denise Hall seconded. Motion carried.

**4. Old Business**

**4.1 Walk-in Count Comparison**

Ashia Gustafson presented the Library Board members with walk-in counts by weekdays and hours from September 2019 to February 2020 and May 2021 to July 2021. Ashia Gustafson recommends staying with the current Library open hours due to the results from the worksheets. Ashia Gustafson was asked by the Library Board members to track programming attendance and report numbers at a later date. The Library Board members discussed current and pre-pandemic Library hours. Doug O'Neill moved to keep current Library open hours (open until 8:00 pm Monday through Thursday) permanently. Denise Hall seconded. Motion carried.

**5. New Business**

**5.1 Approval of Bills**

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

**5.2 Draft Strategic Plan Survey**

Ashia Gustafson presented the Library Board members with the Draft for the Strategic Plan Survey. The Library Board members discussed the Strategic Plan Surveys. Ashia Gustafson plans to send out surveys early next week. Paper copies will also be available at the Circulation Desk. Denise Hall moved to approve the \$50 gift card and the Strategic Plan Surveys as they are written. Stephanie Carroll seconded. Motion carried.

**5.3 Meeting Room Policy**

Ashia Gustafson presented the Library Board members with the Meeting Room Policy with adjustments and updates to the policy. The Library Board members discussed the Meeting Room Policy. Deb Waltman moved to approve the Meeting Room Policy with the addition of time limit for Study Rooms. Doug O'Neill seconded. Motion carried.

**5.4 Library User Demographics**

Ashia Gustafson provided the Library User Demographics worksheet requested by the Library Board members. The Library Board members found the worksheet informative.

## **6. Other Items & Reports**

### **6.1 Financial Report**

Ashia Gustafson presented the review of the 2021 Budget through July 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. Summer Reading programs are wrapping up and planning for the Fall programs.

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

## **8. Next Meeting: Thursday, September 16 at 12:00 PM in Historical Room**

## **9. Adjournment**

Stephanie Carroll moved to adjourn the meeting. Doug O'Neill seconded. The meeting adjourned at 12:58 pm.

Respectfully submitted,  
Ashia Gustafson,  
Director of Library Services