

**BROOKINGS PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**September 16, 2021**  
**MEETING MINUTES**

The Board of Trustees of the Brookings Public Library met on Thursday, September 16, 2021 at 12:00 pm in the Historical Room at the Brookings Public Library.

MEMBERS PRESENT: Kathy Miller, Deb Waltman, 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. Stephanie Carroll moved to approve the meeting agenda. Deb Waltman seconded. Motion carried.

**3. Approval of Minutes**

Kathy Miller called for approval of the minutes from the August 12, 2021 meeting. Deb Waltman moved to approve the meeting minutes. Stephanie Carroll 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. Stephanie Carroll will be attending SDLA conference online.

**5. New Business**

**5.1 Approval of Bills**

The Library Board members discussed the August 2021 bills, budgets and expenditures. Deb Waltman moved to approve the August 2021 bills. Stephanie Carroll seconded. Motion carried.

**5.2 Citizen's Request Policy**

Ashia Gustafson presented the Citizen's Request Policy and Form to the Library Board members. The Library Board members discussed the policy and form. Ashia Gustafson informed the Library Board members of past experiences. Deb Waltman moved to approve the updated Citizen's Request Policy and Form. Denise Hall seconded. Motion carried.

**6. Other Items & Reports**

**6.1 Financial Report**

Ashia Gustafson presented the review of the 2021 Budget through August to the Library Board members. The Library Board members discussed the remaining budget.

**6.2 Librarian's Report**

Ashia Gustafson presented the monthly report to the Library Board members. Ashia Gustafson feels the survey was successful and appreciates the feedback from Library patrons. The Friends of the Library Book Sale will be starting the week of Tuesday, October 12. Will meet for Strategic Planning at the end of October and Library Board members will need two or three patrons for the focus group.

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

**8. Next Meeting: Thursday, October 14 at 12:00 PM Historical Room**

**9. Adjournment**

Denise Hall moved to adjourn the meeting. Deb Waltman seconded. The meeting adjourned at 1:00 pm.

Respectfully submitted,  
Ashia Gustafson,  
Director of Library Services