

BROOKINGS PUBLIC LIBRARY
BOARD OF TRUSTEES
September 14, 2017
MEETING MINUTES

The Board of Trustees of the Brookings Public Library met on Thursday, September 14, 2017 at 5:30 pm in the Historical Room of the Brookings Public Library.

MEMBERS PRESENT: James Rice, Kathy Miller, Janell Hoffelt, Doug O'Neill, Deb Waltman

OTHERS PRESENT: Ashia Gustafson, Jen Anderson

1. Call to Order

James Rice called the meeting to order.

2. Approval of Agenda

James Rice called for approval of the meeting agenda. Kathy Miller moved to approve the meeting agenda. Janell Hoffelt seconded. Motion carried.

3. Approval of Minutes

James Rice called for approval of the minutes from the August 10, 2017 meeting. Kathy Miller moved to approve the meeting minutes with changes. Deb Waltman seconded. Motion carried.

4. Old Business

5. New Business

5.1 Approval of Bills

The Board discussed the 2017 bills, budget and expenditures. Ashia Gustafson reviewed the utility bill and notice it was too high. Jen Anderson called Brookings Municipal Utilities and was overbilled for water and sewer in July and August statements. We will see a credit on September 2017 statement of \$1,612.39. Deb Waltman asked why we were charged twice for The New York Times. Ashia Gustafson mentioned that the renewal was missed, but is all fixed now. Janell Hoffelt moved to approve the August 2017 bills. Kathy Miller seconded. Motion carried.

6. Other Items & Reports

6.1 Financial Report

Ashia Gustafson presented the review of the budget. Ashia Gustafson mentioned everything is going good. Office Supplies is over but will move funds around to cover. James Rice stressed that there is still more to spend. Ashia Gustafson said we will catch up soon. Cleaning Services will not be on the Library's General Fund Budget next year.

6.2 Librarian's Report

Ashia Gustafson presented her monthly report to the Board.

Discussion: Ashia Gustafson mentioned that the wireless internet connection for August was 1,650, an average of 133 connections per day. Library needs to hire three part-time Library Assistants and have started the interview process. Ali Bruinsma teen programs participation was up 100 more from last year. SDLA is at the end of the month in Chamberlain. All five Librarians will be attending along with Doug O'Neill.

7. The next Board meeting will be Thursday, October 12, 2017 at 5:30 pm.

8. Public Comment on Items not on agenda

9. Adjournment

Deb Waltman moved to adjourn the meeting. Doug O'Neill seconded. The meeting adjourned at 6:00 pm.

The Library will be closed on Monday, October 9 for Native American Day.

Respectfully submitted,
Ashia Gustafson,
Director of Library Services