

BROOKINGS PUBLIC LIBRARY
BOARD OF TRUSTEES
September 9, 2014
MINUTES

The Board of Trustees of the Brookings Public Library met Tuesday, September 9, 2014 at 5:30 p.m. in the Historical Room of the Brookings Public Library

MEMBERS PRESENT: Bill Gengler, Larry Rogers and Kyle Schaefer

OTHERS PRESENT: Elvita Landau, Alice Hayes and Cathy Enlow

President Larry Rogers called the meeting to order.

Larry Rogers called for approval of the meeting agenda. Bill Gengler moved to approve the agenda. Kyle Schaefer seconded. Motion carried.

Larry Rogers called for approval of the minutes from the August 12, 2014 meeting. Bill Gengler moved to approve the minutes. Kyle Schaefer seconded. Motion carried.

Bills and Salaries:

Elvita Landau noted that the Library replaced two cordless phones in August. SDLA Conference registrations were also paid in August. The SDLA Conference will be held in Pierre October 1-3 and Board members are invited to attend. The Library will pay for the Board members' registration and travel expenses.

Kyle Schaefer moved to approve the list of bills. Bill Gengler seconded. Motion carried.

Financial Report:

General Fund: building maintenance, telephone, and utilities will likely be over-budget by year's end.

Fines Account: The Young Adult budget line item has been is over-spent. We switched to a new postage machine and vendor, so initial postage was paid from the Fines Account. We are awaiting a refund of unused postage from our original meter.

Librarian's Report:

Circulation is down slightly. Circulation of children's materials is down from July to August, following completion of the Summer Reading Program.

Evan Washechek has been promoted from a Library Assistant position to the open Circulation/Technical Services Assistant position. Alaina Hanks will move into the morning Library Assistant position and the Library will be hiring a new shelver to fill that open position.

Coffee Shop:

Elvita has prepared a Request for Proposal (RFP). The RFP will be published along with a press release. The Board agreed to set September 30 as the deadline for responses. The Board will discuss the matter at the next Board meeting, or soon after the September 30 deadline, depending on responses received.

November Board Meeting:

The Board discussed the need to change the meeting nights for the Library Board meetings since Tuesdays will no longer work for Mac Harris. After discussion, Bill Gengler moved to schedule Board meetings on the third Thursday of each month, beginning on October 16. Kyle Schaefer seconded. Motion carried.

Policy Review: Gift Policy

The Board discussed proposed changes to the Library's Gift Policy. Elvita will rework the section concerning "Gifts of Equipment or Personal Property" and the Board will discuss it again at the next meeting.

Elvita asked for volunteers to judge submissions for the Scary Story Contest. Kyle Schaefer and Larry Rogers volunteered. Elvita said that the stories are due by Friday, October 3, and that she will need the judges' decisions by October 15.

Bill Gengler moved that the Board enter executive session for the evaluation of the Library Director. Kyle Schaefer seconded. Motion carried.

Kyle Schaefer moved to exit Executive Session. Bill Gengler seconded. The motion carried.

Kyle Schaefer moved to adjourn the meeting. Bill Gengler seconded. The motion carried. The meeting ended at 6:40 p.m.

Respectfully submitted,
Elvita Landau, Library Director