

**BROOKINGS PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**October 16, 2014**  
**MINUTES**

The Board of Trustees of the Brookings Public Library met on Thursday, October 16, 2014 at 5:30 p.m. in the Historical Room of the Brookings Public Library

MEMBERS PRESENT: Bill Gengler, Janell Hoffelt, and Larry Rogers

OTHERS PRESENT: Elvita Landau and Alice Hayes

President Larry Rogers called the meeting to order.

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

Larry Rogers called for approval of the minutes from the September 9, 2014 meeting. Janell Hoffelt moved to approve the minutes. Bill Gengler seconded. Motion carried.

**Bills and Salaries:**

Janell Hoffelt moved to approve the list of bills. Bill Gengler seconded. Motion carried.

**Financial Report:**

General Fund: Elvita discovered a \$1,200 error in the Library's General Fund expenditures. The city Finance office will correct the error. There will be additional expenditures in the Capital Less Than \$5,000.00 line for the three computers that are currently on order.

Fines Account: Receipts for the month reflect a refund received for unused postage from our old postage meter. Anime Club expenditures are a bit higher than originally anticipated. The Library carpets were cleaned this week. The bill will be paid from the Fines Account and will show up in next month's reporting.

**Librarian's Report:**

Circulation is dipping just a bit. There was a small but enthusiastic crowd for Peter Fletcher's performance last night. The September check from Mango Tree Coffee was \$58.22.

**Coffee Shop RFP Review:**

There were two responses to the RFP. The Board members discussed the "Possible Coffee Shop Questions" document provided by Elvita. Some additional questions were suggested. The Board will interview both applicants. Interviews were tentatively scheduled for Monday, October 27, beginning at 5:30 p.m. at the Library. The plan is to spend 30-45 minutes with each applicant with a buffer between the sessions. Elvita will email both applicants to confirm their meeting times.

**Policy Review: Gift Policy**

Janell Hoffelt moved to approve the policy with changes. Bill Gengler seconded. Motion carried.

**Holiday Hours:**

The Board discussed the following modifications of hours during the holiday season:

Thanksgiving Eve, Wednesday, November 26 close at 6:00 p.m.

Thanksgiving Day, Thursday, November 27 closed

Christmas Eve, Wednesday, December 24 close at 3:00 p.m.

Christmas Day, Thursday, December 25 closed

The Library will be open on Friday, December 26, unless the City Manager declares it a city holiday.

New Year's Eve, Wednesday, December 31 close at 5:00 p.m.

Janell Hoffelt moved to approve the modified hours. Bill Gengler seconded. Motion carried.

Board members viewed and discussed the sixth session of the South Dakota Trustee Academy materials.

The meeting adjourned at 7:20 p.m.

Respectfully submitted,  
Elvita Landau, Library Director