

**BROOKINGS PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**November 20, 2014**  
**MINUTES**

The Board of Trustees of the Brookings Public Library met on Thursday, November 20, 2014 at 5:30 p.m. in the Historical Room of the Brookings Public Library

MEMBERS PRESENT: Bill Gengler, Mac Harris, Janell Hoffelt, Larry Rogers, and Kyle Schaefer

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. Kyle Schaefer seconded. Motion carried.

Larry Rogers called for approval of the minutes from the October 16, 2014 meeting and the October 27, 2014 special meeting. Mac Harris moved to approve the minutes. Bill Gengler seconded. Motion carried.

**Bills and Salaries:**

Elvita Landau noted that the Library added more Overdrive e-book content and replaced an iMac in the computer lab. Janell Hoffelt moved to approve the list of bills. Bill Gengler seconded. Motion carried.

**Financial Report:**

General Fund: Elvita said that the telephone and electric bills will probably go over-budget this year. The Library has ordering three new PCs (one for staff and two for the computer lab) to be paid from the Capital Less Than \$5,000 line item. The Young Adult materials line item will be about \$800 over budget for the year.

Fines Account: Expenses this month include carpet cleaning, postage for the postage meter and expenses for two adult programs. Nita Gill and Evan Washechek are now notary publics. Fees for their registration were paid from the Fines Account.

Gifts Account: The library was designated as a recipient of memorials for Geneva Ackman. We have already received over \$1,400.00 in memorials. The family requested the funds be spent for children's print books.

**Librarian's Report:**

Circulation is down from last October. Larry Rogers suggested asking people about their electronics use in a future survey. Kyle Schaefer noted that he has been busy reading the books he bought at the Friends of the Library book sale.

Elvita has begun the process of posting the part-time children's assistant position which will begin in January.

We are looking at Koha and Atrium in selecting a new library operating system. Elvita hopes to make a recommendation to the Library Board at the December 2014 meeting.

The Library's custodial contract for 2015-17 was awarded to J & T Cleaning. They will begin January 1, 2015.

**CD Renewals:**

There are two CD coming up for renewal: Metabank CD for \$30,000 and First Bank and Trust CD for \$10,000.

Following discussion, Kyle Schaefer/Mac Harris moved and seconded Elvita's recommendation to renew the \$30,000.00 Metabank CD at .5% for 24 months.

The First Bank and Trust CD comes due in December 2014. Elvita requested approval to cash it in to address a number of needs:

1. Ballast replacement- We don't have enough funds in the Building Maintenance budget to replace all the ballasts that are out. Estimated cost would be around \$3,000.00.
2. Staff changes this fall have made the need for a variation in cubicle configurations in the work area. Elvita requested funds to purchase new cubicle components for the cataloging area and Evan's area. Projected cost would be \$2,500.00 to \$3,000.00.
3. \$500.00 for Sexauer Fund fine arts books.
4. The Library's website needs attention. There have been some security concerns on the back end and our staff does not have the expertise to fix it. Elvita and Nita have visited with a company that could help us clear up the problems, install the necessary updates, and provide staff training. The cost would be approximately \$5,000.00.

Elvita also requested purchasing iPads for staff use. Katherine Eberline , Nita Gill and Ali Bruinsma would use them for programming and staff would use them for roving reference. Nita Gill proposed purchasing three iPads for \$1,600 with funds taken from the Capital Less Than \$5,000 line item. There were no objections from the Board.

**Coffee Shop Update:**

Lori Mennis was unable to get financing, so has withdrawn her proposal. Elvita will contact City Hall regarding restarting the process of the RFP after the first of the year. The Board suggested that it be posted on January 2, 2015 for 30 days, closing on January 30, 2015.

**Policy Review:** The Board reviewed the Citizen's Request for Reconsideration policy and made no changes.

Holding the Board meeting on the third Thursday of the month is not working for some Board members. Bill Gengler moved to hold Board meetings on the second Thursday, beginning in December. Mac Harris seconded. The motion carried.

The Board viewed the final South Dakota Trustee Academy session.

The meeting adjourned at 7:10pm.

Respectfully submitted,  
Elvita Landau, Library Director