

BROOKINGS PUBLIC LIBRARY
BOARD OF TRUSTEES
December 11, 2014
MINUTES

The Board of Trustees of the Brookings Public Library met on Thursday, December 11, 2014 at 5:30 p.m. in the Historical Room of the Brookings Public Library

MEMBERS PRESENT: Bill Gengler, Mac Harris, 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. Elvita Landau requested that item 8, Strategic Planning Report, be postponed until after the first of the year so that the necessary statistics could be compiled. Kyle Schaefer seconded. Motion carried.

Larry Rogers called for approval of the minutes from the November 20, 2014 meeting. Kyle Schaefer moved to approve the minutes. Mac Harris seconded. Motion carried.

Bills and Salaries:

Elvita Landau noted that G & R Controls was called several times during the month. Three new computers were paid for during November. Bill Gengler moved to approve the list of bills. Kyle Schaefer seconded. Motion carried.

Financial Report:

General Fund: Elvita said that the annual fee of \$3,000.00 bill for Overdrive will be paid next month. We will exceed the Building Maintenance line item next month. The electrician will be replacing a large number of ballasts. The utility line item will also be over-budget for the year. We purchased three iPads, which will be paid from the Capital Less Than \$5,000 line item next month. Otherwise, the budget is on track for the year.

Fines Account: Programming has slowed down for the end of the year.

Gifts Account: The Library received a large donation from the Friends of the Library. The Library also received \$1,700 from Geneva Ackman memorials for children's print books.

Librarian's Report:

November was the lowest circulation of the year, perhaps because of the weather. Computer use was almost the same. The door count was down a bit.

Most of the Library's programming is done for the year. Katherine Eberline has scheduled a children's craft program on December 20 and story times on December 22. The process has begun for hiring a part-time children's assistant.

One more software demonstration is scheduled in the search for a new integrated library software. Elvita will bring a recommendation to the Board in January.

Trustee Training Report:

Mac Harris moved to approve the Trustee Training Report. Bill Gengler seconded. Motion carried.

Zinio Group Purchase:

Elvita reported that a cooperative group purchase from Zinio (digital magazines to download) would save the Library \$2,500.00. Buying cooperatively would make the Library part of a consortium with Huron, Mitchell and Vermillion. Elvita would be the designated director contact for Recorded Books, the company that runs Zinio. The four libraries would be billed separately and directly. There is unlimited circulation and no due date for magazines downloaded from Zinio. Recorded Books would also make available One Click, a downloadable audio book collection. Mac Harris moved to approve the purchase. Kyle Schaefer seconded. Motion carried.

Policy Review: Materials Selection:

The Board discussed changes to the Materials Selection policy. Mac Harris moved to approve the revisions. Kyle Schaefer seconded. Motion carried.

The Request for Proposal for the coffee shop will be re-released in January 2015.

The Mayor's Christmas Party is next Thursday, December 18, at the Swiftel Center. The trustees are invited.

The next Board meeting will be held on Thursday, January 8, 2015 at 5:30 p.m.

The meeting was adjourned at 6:10 p.m.

Respectfully submitted,
Elvita Landau, Library Director