

BROOKINGS PUBLIC LIBRARY
BOARD OF TRUSTEES
January 8, 2015
MINUTES

The Board of Trustees of the Brookings Public Library met on Thursday, January 8, 2015 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. Bill Gengler moved to approve the meeting agenda. Mac Harris seconded. Motion carried.

Larry Rogers called for approval of the minutes from the December 11, 2014 meeting. Elvita Landau noted one correction. The Library purchased three iPads, rather than four. Kyle Schaefer moved to approve the minutes as corrected. Mac Harris seconded. Motion carried.

Approve December Bills:

Elvita Landau noted \$2,600.00 was paid for the installation of 50 lighting ballasts. \$3,000.00 was paid for the Library's Overdrive annual fee for ebooks. \$1,000.00 of that is for the annual fee and \$2,000.00 is for group content. Kyle Schaefer moved to approve the list of bills. Mac Harris seconded. Motion carried.

Election of Officers:

Larry Rogers moved to nominate Bill Gengler for the position of Chair of the Library Board of Trustees. Mac Harris seconded. Motion carried. Larry Rogers moved to nominate Mac Harris for the position of Vice-Chair of the Library Board of Trustees. Kyle Schaefer seconded. Motion carried.

Set Date and Time of Monthly Meeting:

Mac Harris moved to continue to hold monthly Library Board of Trustees meetings on the second Thursday of each month at 5:30 p.m. Larry Rogers seconded. Motion carried.

Fines Account Budget:

Elvita Landau presented an overview of the 2015 Fines Account budget. There were not many changes from last year's budget. Funding was increased for young adult programming. Larry Rogers moved to approve the proposed budget. Kyle Schaefer seconded. Motion carried.

Policy Review: Confidentiality of Library Records:

Larry Rogers moved to retain the Library's present policy. Kyle Schaefer seconded. Motion carried.

Financial Report:

Elvita noted that there are still disbursements coming in January 2015 for 2014 services and materials. The bill for installation of new lighting ballasts was paid from the building maintenance line item in 2014, so that line item went over-budget.

Librarian's Report:

Elvita will provide an annual report regarding year end statistics at next month's Board meeting. Library card numbers are down as staff is purging patron records in preparation for the ILS transfer.

Staff has also been weeding the collection in preparation for the ILS transfer.

Elvita advised the Board that the Library received a citizen's request to reconsider a children's book. Elvita and Katherine Eberline met to discuss the request. They agreed that the Library will not be removing the book, but will re-catalog it to a different section.

The Request for Proposal for the coffee shop has been re-released. Proposals are due by January 30, 2015.

The next Board meeting will be held on Thursday, February 12, 2015 at 5:30 p.m.

Mac Harris moved to adjourn the meeting. Larry Rogers seconded. Motion carried. The meeting was adjourned at 6:35 p.m.

Respectfully submitted,
Elvita Landau, Library Director