

BROOKINGS PUBLIC LIBRARY
BOARD OF TRUSTEES
February 12, 2015
MINUTES

The Board of Trustees of the Brookings Public Library met on Thursday, February 12, 2015 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 and Alice Hayes

Call to Order

Board Chair Bill Gengler called the meeting to order.

Approval of Agenda

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

Approval of Minutes

Bill Gengler called for approval of the minutes from the January 8, 2015 meeting. Kyle Schaefer moved to approve the minutes. Larry Rogers seconded. Motion carried.

Approval of January Bills

Larry Rogers moved to approve the January list of bills. Kyle Schaefer seconded. Motion carried.

Annual Report to the Library Board

Elvita Landau presented on overview of the annual report. Larry Rogers moved to approve the annual report. Kyle Schaefer seconded. Motion carried. The report will be sent to the City Council.

Library Coffee Shop

Elvita said that there had been a couple of inquiries, but no responses to the Request for Proposal for the Library coffee shop. Larry Rogers and Mac Harris will follow up on one suggested vendor before the next board meeting. The board members discussed that a possible negotiating point might be the hours of operation.

Policy Review – Website Selection

Elvita Landau and Nita Gill reviewed the current Website Selection Policy and made it more precise. Kyle Schaefer moved to accept the revised policy. Larry Rogers seconded. Motion carried.

Selection of Software for Integrated Library System

Elvita Landau stated that the Library staff has been looking at two systems and checking references from other libraries that used their services. Elvita requested permission to enter into contract negotiations with The Library Corporation (TLC). This web-based system is used by 4,500 libraries, is user friendly,

and has a nice children's catalog. Larry Rogers moved to approve the request to proceed with contract negotiations with TLC. Kyle Schaefer seconded. Motion carried.

Library Strategic Plan

Elvita noted that the Library Strategic Plan information was also included in the Library's Annual Report.

Engage Brookings Discussion

The Board discussed their familiarity with Engage Brookings, a social media option designed to get feedback from the citizens. Elvita shared the responses to four library questions previously posted on the site. The City wants the Library to generate questions to be posted in the future. The Board discussed possible ideas.

Bill Gengler suggested an emphasis in some other venue on the potential use of Playaways by walkers and travelers.

Financial Reports

Elvita explained the updated/amended 2014 end-of-year spreadsheet. We did go over budget on several items, including building maintenance for ballasts, utilities, and capital less than \$5,000 for staff furniture.

There were also some additional bills that were paid from the Gifts Account for fiscal year 2014.

Librarian's Report

Elvita noted that print and electronic circulation broke even with last year. Zinio checked out 160 magazines in one month. Book clubs are meeting solidly.

Fifty people attended the first A Life Examined event. Future events focusing on the life of Eleanor Roosevelt include a showing of an American Experience program about her life, a book discussion of her autobiography, and a historical re-enactor.

The Library has hired a Children's Assistant and a Library Assistant.

Elvita shared information about a "Digging Deeper into Primary Sources" webinar sponsored by the South Dakota State Library on March 6, and invited Board members to take part.

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

Larry Rogers moved to adjourn the meeting. Kyle Schaefer seconded. Motion carried. The meeting was adjourned at 6:50 p.m.

Respectfully submitted,
Elvita Landau, Library Director