

**BROOKINGS PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**March 12, 2015**  
**MINUTES**

The Board of Trustees of the Brookings Public Library met on Thursday, March 12, 2015 at 5:30 p.m. in the Historical Room of the Brookings Public Library

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

OTHERS PRESENT: Elvita Landau, Alice Hayes, Cathy Enlow and Mollie Hublou

**Call to Order**

Board Chair Bill Gengler called the meeting to order.

**Approval of Agenda**

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

**Approval of Minutes**

Bill Gengler called for approval of the minutes from the February 12, 2015 meeting. Mac Harris moved to approve the minutes as corrected. Kyle Schaefer seconded. Motion carried.

**Old Business**

**Coffee Shop Committee Report**

The committee had no report, but will provide one at the next meeting.

**New Business**

**Approval of February Bills**

Janell Hoffelt moved to approve the February list of bills. Mac Harris seconded. Motion carried.

**Approval of contract with The Library Corporation (TLC) for lease of library operations software**

Mac Harris moved to approve the contract with TLC, contingent upon the approval of the City Manager and City Attorney. Janell Hoffelt seconded. Motion carried.

**Annual Report to South Dakota State Library**

The Library Board reviewed the annual report. Kyle Schaefer moved to approve the report. Mac Harris seconded. Motion carried.

**Marketing Plan**

Elvita Landau explained that the Library is reviewing its marketing plan as part of the Library's accreditation process. The plan lays out how we will be promoting ourselves to the public. Elvita noted that good customer service is the key to our success in that regard. Mac Harris moved to approve the changes to the marketing plan. Janell Hoffelt seconded. Motion carried.

**Policy Review – Circulation Policy**

Elvita Landau gave an explanation of the changes to the circulation policy. Mac Harris moved to approve the changes to the circulation policy. Janell Hoffelt seconded. Motion carried.

**Other Items and Reports****Financial Reports**

Elvita Landau gave an overview of the General Fund, Fines Account and Gifts Account, noting that Katherine Eberline has begun purchasing items for the Summer Reading Program. Elvita also advised the Board members that the Friends of the Library raised \$5,600.00 during their recent book sale.

**Librarian's Report**

Elvita presented her monthly report, noting that print circulation is down a bit.

**Public Comment**

Mollie Hublou introduced herself. She attended tonight's meeting as part of a project for her public policy class at SDSU.

The next Board meeting will be held on Thursday, April 9, 2015 at 5:30 p.m. Elvita noted that the final Eleanor Roosevelt program is that night at 7:00 p.m.

Mac Harris moved to adjourn the meeting. Kyle Schaefer seconded. Motion carried. The meeting was adjourned at 6:16 p.m.

Respectfully submitted,  
Elvita Landau, Library Director