

BROOKINGS PUBLIC LIBRARY
BOARD OF TRUSTEES
April 9, 2015
MINUTES

The Board of Trustees of the Brookings Public Library met on Thursday, April 9, 2015 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, Alice Hayes, Cathy Enlow and two members of the public

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. Janell Hoffelt seconded. Motion carried.

Approval of Minutes

Bill Gengler called for approval of the minutes from the March 12, 2015 meeting. Janell Hoffelt moved to approve the minutes. Larry Rogers seconded. Motion carried.

Old Business

Coffee Shop Committee Report

Larry Rogers and Mac Harris have spoken with Pauran Borchardt. She said that she would be willing to provide a supply of coffee and cookies throughout the day, but would not provide staffing. A member of the public suggested that the city run it as an enterprise fund. Bill Gengler summarized our options as

- 1) to continue to search for someone to run the coffee shop,
- 2) to wait for interested parties to approach us,
- 3) to do nothing, or
- 4) to try Pauran's suggestion, in order to get people used to eating here again.

Bill asked if we want the coffee shop as a money-making venture or as a convenience. Larry said we need to figure out where to look for people with entrepreneurial drive and suggested that we readdress what we expect for operating hours. Other suggestions were to contact coffee shop owners in Sioux Falls about a satellite shop, to inquire about interest from the hospitality majors on campus, and to approach Aramark and Java City. Larry will talk to the hospitality people at SDSU. Kyle will talk to Aramark.

New Business

Approval of March Bills

Elvita noted that we made the first payment for the new computer software and renewed a number of maintenance contracts. Mac Harris moved to approve the March list of bills. Janell Hoffelt seconded. Motion carried.

Policy Reviews – Historical Collection and Genealogy Guidelines

Elvita Landau noted that the Historical Room does not get as much activity as it used to. Most of the information on microfilm is now available from online databases. Larry Rogers moved to maintain both policies as they are. Mac Harris seconded. Motion carried.

2016 Budget Discussion

Elvita Landau gave an over-view of the proposed 2016 budget. City Manager Jeff Weldon said that operating expenses should be flat-lined. Elvita discussed the components of the computer services line item amount. She will request an increase in building maintenance funds, since we need to continue to replace ballasts and to repaint the computer lab. In regard to the utilities line, Mac Harris asked if the Brookings Utilities had programs to help with energy audits or grants to replace old fixtures with more energy-efficient ones. There was discussion of having lights go off automatically in unoccupied areas, such as rest rooms or areas of the stacks.

Other Items and Reports

Librarian's Report

Elvita Landau noted that

- the print circulation was up in March.
- We hit the 2,000 mark for ebook and eaudio downloads.
- The Library Corporation (TLC) migration is tentatively scheduled for the last week in July. We will be closed for two days during the transition.
- We will be adding IndieFlix through Recorded Books. This allows patrons to stream independent films.
- As part of the Library's exemplary accreditation process, we need to complete 45 hours of Board training. We are at 33 hours now, so need to complete an additional 12 hours. Elvita distributed a list of online training that Board members can view. She will send Board members an email with the links. The training hours must be completed by the first of September.

The Library will be closed on Friday and Saturday, July 3 and 4. Elvita asked the Board if they want to have the Library also closed on Sunday, July 5. Janell Hoffelt made a motion that the Library be closed on Sunday, July 5. Kyle Schaefer seconded. Motion carried.

Financial Reports

The Board reviewed the monthly reports for the General Fund, Fines, and Gifts Accounts.

The next Board meeting will be held on Thursday, May 14 at 5:30 p.m.

Larry Rogers moved to adjourn the meeting. Kyle Schaefer seconded. Motion carried. The meeting was adjourned at 6:33 p.m.

Respectfully submitted,
Elvita Landau, Library Director