

BROOKINGS PUBLIC LIBRARY
BOARD OF TRUSTEES
June 11, 2015
MINUTES

The Board of Trustees of the Brookings Public Library met on Thursday, June 11, 2015 at 5:00 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 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. Janell Hoffelt moved to approve the meeting agenda. Larry Rogers seconded. Motion carried.

Approval of Minutes

Bill Gengler called for approval of the minutes from the May 14, 2015 meeting. Janell Hoffelt moved to approve the minutes. Kyle Schaefer seconded. Motion carried.

Old Business

Coffee Shop Committee Report

Kyle Schaefer reported that Aramark might be interested, but need to check with district management before proceeding. Aramark does not buy its own equipment. Rather, they use someone else's equipment and provide staffing. Kyle is waiting to hear back from Aramark.

City Manager Jeff Weldon suggested that we ask the Friends of the Library to purchase the equipment and encourage the proposed operator of the coffee shop to apply for a BEDC grant for operating expenses. That could be made part of the RFP.

Harsha Mistry is asking \$4,550.00 for the espresso machine, brewer, grinder, oven, and cash register. Jeff Weldon also suggested that if FOL pays for initial equipment and if any equipment needs to be repaired or replaced, the coffee shop operator would be responsible to pay for that.

New Business

Approval of May Bills

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

2016 Budget Request Status

Elvita reported that, aside from the funding of the coffee shop, the City Manager did not make any other changes in the budget request. There is an increase in utilities and maintenance, and funding for a new phone system as well as an increase in the materials budget.

Policy Review – Meeting Room Use

Elvita explained the updates made to the Meeting Room Policy. The Board discussed the \$10 charge for for-profit businesses using the rooms. Larry Rogers made a motion to approve the Meeting Room Use policy with changes. Kyle Schaefer seconded. Motion carried.

Other Items and Reports

Librarian's Report

Elvita Landau presented her monthly report.

We have over 1,400 children signed up for the Summer Reading Program so far.

The Library Corporation (TLC) software migration is scheduled for the first week in September. The Library will be closed September 1 and 2. We will go live with the new system on September 3.

Financial Reports

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

The next Board meeting will be on July 9 at 5:30 p.m. Bill Gengler will probably be out of town, so Mac Harris will chair the meeting.

Mac Harris moved to adjourn the meeting. Larry Rogers seconded. Motion carried. The meeting was adjourned at 5:42 p.m.

Respectfully submitted,
Elvita Landau, Library Director