

**BROOKINGS PUBLIC LIBRARY  
BOARD OF TRUSTEES  
October 8, 2015  
MINUTES**

The Board of Trustees of the Brookings Public Library met on Thursday, October 8, 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 and Alice Hayes

**Call to Order**

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 September 17, 2015 meeting. Larry Rogers moved to approve the minutes. Kyle Schaefer seconded. Motion carried.

**Old Business**

**Coffee Shop Committee Report**

Larry Rogers, Kyle Schaefer and Nita Gill interviewed Priscilla Pulscher regarding Priscilla's RFP for operating of the Library's coffee shop. Kyle Schaefer moved to extend the contract to Priscilla, pending official reference checks. Larry Rogers seconded. Motion carried. Elvita will email Priscilla to request her references.

**New Business**

**Approval of September Bills**

Elvita noted that the Library made payments to The Library Corporation for the software conversion. Other expenses of note were a new credit card machine and lodging for the South Dakota Library Association Conference in Rapid City. Larry Rogers moved to approve the September list of bills. Janell Hoffelt seconded. Motion carried.

**Other Items and Reports**

**Librarian's Report**

Elvita Landau presented her monthly report, noting that circulation was down a bit likely because of being closed for two days for TLC training. Tumblebooks is now requiring authentication. Patrons must enter their Library barcode numbers to access the content, so usage will be down as result. Several interviews have been scheduled for the Children's Assistant position.

Elvita presented her letter of resignation to the Board, stating her intention to retire on January 29, 2016. The Board discussed which two members would serve on the city's search committee for the Library Director's position. Larry Rogers and Mac Harris volunteered.

**Financial Reports**

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

The next Board meeting will be on Thursday, November 12.

Larry Rogers moved to adjourn the meeting. Janell Hoffelt seconded. Motion carried. The meeting was adjourned at 6:15 p.m.

Respectfully submitted,  
Elvita Landau, Library Director