

BROOKINGS PUBLIC LIBRARY
BOARD OF TRUSTEES
November 12, 2015
MINUTES

The Board of Trustees of the Brookings Public Library met on Thursday, November 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 Larry Rogers

OTHERS PRESENT: Elvita Landau, Alice Hayes and Priscilla Pulscher

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 October 8, 2015 meeting. Larry Rogers moved to approve the minutes. Janell Hoffelt seconded. Motion carried.

New Business

Approval of October Bills

Elvita noted that the Library made payments for additional Overdrive e-book content, as well as remote membership to the South Dakota Library Network. Larry Rogers moved to approve the October list of bills. Janell Hoffelt seconded. Motion carried.

Coffee Shop Committee Report

Priscilla Pulscher joined the meeting. Priscilla reported that she has signed the coffee shop operation contract, is now ServSafe certified, and is applying for a food license and sales tax license. She, Harsha and Elvita inventoried at the existing equipment today. A technician will come to service the coffee machine. Priscilla asked the Board about Saturday operating hours for the coffee shop. She would like to not be open on Saturdays, at least for the first few months, although the contract specifies Saturday hours. Larry Rogers suggested doing a survey of customers during the early days regarding people's desire for Saturday hours. Bill asked what the planned opening date would be. Priscilla said it would be after the first week in December. She said it was her hope to hire someone to work on Saturdays, or she would do it herself. After discussion, Janell Hoffelt made a motion to waive the requirement of Saturday hours until the first Saturday in March, 2016. Mac Harris seconded. Motion carried.

CD Renewals

Elvita explained that there are certificates of deposit coming due on November 12 and November 23, 2015. The First Bank and Trust CD is from the Fines Account in the amount of \$10,552.00. The MetaBank CD is from the Gifts Account in the amount of \$18,743.00. Elvita said there are no major expenses

coming up, so she suggested renewing both CDs at the best rate for a couple of years. Mach Harris moved to renew the CDs per Elvita's suggestion. Janell Hoffelt seconded. Motion carried.

South Dakota State Library Accreditation Status

In compiling the Board's continuing education hours needed for Exemplary accreditation, Elvita discovered that only 12 of the required 45 hours can be from online sources. The remaining 33 hours must be from in-person training settings. Elvita collected 16 hours of in-person training for the Board over the past 3 years. Elvita asked the Board members to give her information about any other in-person training they may have received during the last three years, including the names of the programs, dates and number of hours. Elvita needs to have the information as soon as possible, as she must submit the application by December 3, 2015.

Other Items and Reports

Librarian's Report

Elvita Landau presented her monthly report.

Financial Reports

The Board reviewed the monthly reports for the General Fund, Fines, and Gifts Accounts. Elvita said the General Fund budget should be with established limits at the end of the year. We did pay for new Overdrive content from the computer services line item. Utilities and telephone will go over budget, as will capital less than \$5,000.00. An electrician will be installing a number of new ballasts before year's end. We have enough in other line items to cover any overages.

In the Fines Account, the programming line item will go over budget.

Janell Hoffelt moved to adjourn the meeting. Larry Rogers seconded. Motion carried. The meeting was adjourned at 6:25 p.m.

Respectfully submitted,
Elvita Landau, Library Director