



Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

Emmetsburg Public Library

5:00 p.m., Tuesday July 16, 2024

Conference Room 14

Call to Order: The Emmetsburg Public Library Board of Trustees regular monthly meeting was called to order by President Kathy Merrill at 5:00 p.m. on Tuesday, July 16, 2024 in Conference Room 14 of the Emmetsburg Public Library. Trustees present were Merrill, Sue Brown, Joe Schany, Sarah Brugman, Vice President Jacob Neff, Anne Johnson, Chelsea Rouse, and Joel Hoyman. Joe Veltri was absent. Library Director Nathan Clark was also present.

Agenda Approval: The agenda prepared by Library Director Clark was posted and distributed in advance of the meeting. Trustee Brown moved to approve the agenda, which was seconded by Trustee Schany and carried, 7-0.

Minutes Approval: The minutes of the June 2024 meeting were provided for the trustees. Trustee Johnson made a motion to approve the minutes of the June 2024 meeting. The motion was seconded by Vice President Neff and carried, 7-0.

Trustee Rouse arrived at 5:03 p.m.

Bill Approval: The expenses for the month of June 2024 were read by Library Director Clark. Vice President Neff moved to approve the expenses for the month of June 2024. The motion was seconded by Trustee Brugman and carried, 8-0.

Public Comment: No members of the public were on hand for the public forum.

Correspondence: No correspondence was presented or discussed at the meeting.

Board Committees: *Finance & Budget Committee:* The committee has not met since the last Board meeting and has no report.

Recruitment & Orientation: The committee has not met since the last Board meeting and has no report.

Standards & Accreditation: The committee has not met since the last Board meeting and has no report.

Library Director's Report: Library Director Clark told the trustees that it had been a busy month at the library with the Summer Library Programs in full swing. He stated that he was happy with both the signup and participation in the programs.

Clark said that he was especially pleased with the reptiles program, which had over 200 people in attendance. He said that he was enthusiastic for the bees program. He said that being able to advertise these on the chamber sign on Courthouse Square was a big help.

Unfinished Business: The policy up for review, the *Loan Periods, Renewals, Overdue Charges and Damaged/Lost Materials Restitution Policy*, was given its second reading. At the first reading, changes were made to the policy that referenced the college collection that are no longer relevant. Also, the possibility of a renewal period was added to the policy. No further changes were suggested. Trustee Rouse moved to approve the second reading of the *Loan Periods, Renewals, Overdue Charges and Damaged/Lost Materials Restitution Policy*, with no changes. The motion was seconded by Trustee Schany and carried, 8-0.

The policy up for review, the *Overdue Notification Policy*, was given its second reading. There were no changes made at the first reading, and no new changes were suggested. Trustee Hoyman moved to approve the second reading of the *Overdue Notification Policy* with no changes. The motion was seconded by Trustee Brugman and carried, 8-0.

New Business: Library Director Clark presented a copy of a help wanted advertisement for the position of Assistant Library Director. The ad will run in the paper, and the review of applications will begin August 8th. The trustees asked if the job listing would appear on the library's website and Facebook, and he said that it would.

The policy up for review, the *Reconsideration Request Form*, was given its first reading. Library Director Clark said that while the library had not had a formal reconsideration request in his 21 years as director, there had been a swell of such challenges nationwide the past few years. It was suggested to include language in the opening paragraph about the challenge being on the Board of Trustees agenda for a meeting on the third Tuesday and asking filers to also list organizations they are representing. Vice President Neff moved to approve the first reading of the *Reconsideration Request Form* with the suggested changes. The motion was seconded by Trustee Johnson and carried, 8-0.

The policy up for review, the *Gifts and Bequests Policy* was given its first reading. Library Director Clark said that the policy was one of the library's oldest policies in the policy book. No changes were suggested. Trustee Schany moved to approve the first reading of the *Gifts and Bequests Policy* with no changes. The motion was seconded by Trustee Johnson and carried, 8-0.

Library Director Clark brought up the matter of the change in the local schools' early dismissal schedules. Rather than having two Wednesdays per month that the children are dismissed two hours early, they will now be dismissed every Friday two hours early. Clark said the library has been utilizing these dates to have special programs, but that every week may be difficult to do a big program. Instead, he proposed doing one big, all ages program per month, and then having smaller, come-and-go programs, such as-LEGO Mindstorms/building/STEM-themed programs. It was suggested to contact the school superintendent.

For the board education module, the board watched the third half-hour of "Basically Incredible Boards."

Agenda Items for Next Meeting: No items were suggested to include on next month's agenda in advance..

Upcoming meetings: The next meeting of the Emmetsburg Public Library Board of Trustees was set for Tuesday, August 20, 2024 at 5:00 p.m. in Room 14 Conference Room of the Emmetsburg Public Library.

Adjourn: President Merrill asked for a motion to adjourn the meeting. Trustee Schany moved to adjourn, which was seconded by Vice President Neff. The motion carried, 8-0. The meeting was adjourned at 6:23 p.m.

Respectfully submitted,

Nathan R. E. Clark

Nathan R. E. Clark, secretary pro tem

8/20/2024

Date

Kathryn Merrill

Kathryn Merrill, President, Board of Trustees

8/20/2024

Date

Emmetsburg Public Library

Expenditures for the month of July 2024

001.4010.6373	Telecommunications Expense	Vendor Account #: 091351766	Description
Date	Invoice #	Vendor	Amount
7/22/2024		Windstream Iowa Communications	\$3.08
			Telephone lines + long distance service

Vendor Total: \$3.08

Line Item Total: \$3.08

001.4010.6406	Damages/Tort Claims	Vendor Account #:	Description
Date	Invoice #	Vendor	Amount
7/15/2024	2002	City of Spencer	\$18.99

Vendor Total: \$18.99

Line Item Total: \$18.99

001.4010.6413	Payment to Other Agency 28E	Vendor Account #: 0095068	Description
Date	Invoice #	Vendor	Amount
7/23/2024	000911821	Iowa Lakes Community College	\$15,000.00
			Library Facility Use Fee FY2025

Vendor Total: \$15,000.00

Line Item Total: \$15,000.00

001.4010.6419	Technology Services Expense	Vendor Account #: 30761	Description
Date	Invoice #	Vendor	Amount
7/1/2024	1000390052	OCLC, Inc.	\$2,516.83
			FY2025 Cataloging Subscription

Vendor Total: \$2,516.83

001.4010.6419 Technology Services Expense Vendor Account #: 6497-1049 Description
 Date Invoice # Invoice # Vendor Amount
 7/1/2024 CD0649724202048 OverDrive, Inc. \$1,189.44
 FY2025 Bridges Content Fee

Vendor Total: \$1,189.44

Line Item Total: \$3,706.27

001.4010.6502 Library Materials Vendor Account #: Description
 Date Invoice # Invoice # Vendor Amount
 7/1/2024 Ruthven Zipcode \$31.00
 One-Year Subscription

Vendor Total: \$31.00

001.4010.6502 Library Materials Vendor Account #: DM8578230 Description
 Date Invoice # Invoice # Vendor Amount
 7/24/2024 The Des Moines Register \$47.00
 8/1/2024-8/31/2024 Service

Vendor Total: \$47.00

001.4010.6502 Library Materials Vendor Account #: Description
 Date Invoice # Invoice # Vendor Amount
 7/4/2024 Ranger Rick Dinosaurs \$15.00
 One-Year Subscription

Vendor Total: \$15.00

001.4010.6502 Library Materials Vendor Account #: Description
 Date Invoice # Invoice # Vendor Amount
 8/2/2024 Smithsonian \$24.99
 One-Year Subscription

Vendor Total: \$24.99

001.4010.6502 Library Materials Invoice # Vendor Account #: Description
 Date Invoice # Vendor Amount
 8/2/2024 Our Iowa Magazine \$24.98 One-Year Subscription

Vendor Total: \$24.98

001.4010.6502 Library Materials Invoice # Vendor Account #: Description
 Date Invoice # Vendor Amount
 7/1/2024 State Historical Society of Iowa \$29.95 One-Year Subscription

Vendor Total: \$29.95

001.4010.6502 Library Materials Invoice # Vendor Account #: Description
 Date Invoice # Vendor Amount
 8/2/2024 Better Homes & Gardens \$10.00 One-Year Subscription

Vendor Total: \$10.00

001.4010.6502 Library Materials Invoice # Vendor Account #: Description
 Date Invoice # Vendor Amount
 8/2/2024 The Graettinger Times \$31.00 One-Year Subscription

Vendor Total: \$31.00

Line Item Total: \$213.92

001.4010.6506 Office Supplies Invoice # Vendor Account #: OS-21253-01-01 Description
 Date Invoice # Vendor Amount
 7/5/2024 4743621 Loffler \$81.60 Toner Contract

Vendor Total: \$81.60

001.4010.6506 Office Supplies Invoice # Vendor Account #: Description
 Date Invoice # Vendor Amount
 7/1/2024 1035 Brennan Office Products \$99.98 Office Copy Paper- 2 Cases

Vendor Total: \$99.98

Line Item Total: \$181.58

001.4010.6770 Library Capital Vendor Account #: 206185 L510974 2 B00000

Date	Invoice #	Vendor	Amount	Description
7/3/2024	2038405184	Baker & Taylor	\$33.63	Books-Adult
7/3/2024	2038405185	Baker & Taylor	\$11.39	Books-Adult
7/3/2024	2038405181	Baker & Taylor	\$15.96	Books-Adult
7/3/2024	2038405182	Baker & Taylor	\$15.96	Books-Adult
7/3/2024	2038405183	Baker & Taylor	\$41.06	Books-Adult/Young Adult
7/3/2024	2038405179	Baker & Taylor	\$16.52	Books-Adult
7/3/2024	2038405180	Baker & Taylor	\$17.99	Books-Adult
7/9/2024	2038412644	Baker & Taylor	\$61.66	Books-Children's
7/9/2024	2038412645	Baker & Taylor	\$15.38	Books-Adult
7/19/2024	2038433248	Baker & Taylor	\$19.95	Books-Adult
7/19/2024	2038433249	Baker & Taylor	\$17.10	Books-Adult
7/26/2024	2038446539	Baker & Taylor	\$17.10	Books-Adult
7/26/2024	2038446540	Baker & Taylor	\$162.38	Books-Adult
7/26/2024	2038446538	Baker & Taylor	\$15.96	Books-Adult
7/26/2024	2038446537	Baker & Taylor	\$11.96	Books-Adult

Vendor Total: \$474.00

001.4010.6770 Library Capital Vendor Account #: 151562

Date	Invoice #	Vendor	Amount	Description
7/8/2024	84653245	Gale/CENGAGE Learning	\$53.23	Books-Large Type
7/9/2024	84662696	Gale/CENGAGE Learning	\$86.97	Books-Large Type
7/9/2024	84663040	Gale/CENGAGE Learning	\$176.19	Books-Large Type
7/11/2024	84675614	Gale/CENGAGE Learning	\$121.46	Books-Large Type
7/24/2024	84721719	Gale/CENGAGE Learning	\$62.97	Books-Large Type
7/24/2024	84720849	Gale/CENGAGE Learning	\$53.98	Books-Large Type
7/24/2024	84721037	Gale/CENGAGE Learning	\$53.98	Books-Large Type
7/29/2024	84736483	Gale/CENGAGE Learning	\$76.50	Books-Large Type

Vendor Total: \$685.28

001.4010.6770 Library Capital Vendor Account #: 2103767

Date	Invoice #	Vendor	Amount	Description
7/11/2023	2103767	Center Point Large Print	\$294.84	Books-Large Type

Vendor Total: \$294.84

001.4010.6770 Library Capital Invoice # Vendor Account #: Vendor Amount Description
7/24/2024 Book Look \$445.76 Books-Adult

Vendor Total: \$445.76

001.4010.6770 Library Capital Invoice # Vendor Account #: 00-1150093_001 Vendor Amount Description
7/11/2024 0600857-N The Penworthy Company LLC \$152.77 Books-Children's

Vendor Total: \$152.77

001.4010.6770 Library Capital Invoice # Vendor Account #: Vendor Amount Description
7/10/2024 EPL07102024 Tall Girl Publishing \$50.97 Books-Children's

Vendor Total: \$50.97

001.4010.6770 Library Capital Invoice # Vendor Account #: 900108679 Vendor Amount Description
7/9/2024 2161854 Blackstone Publishing \$185.53 Sound recordings-Adult

Vendor Total: \$185.53

001.4010.6770 Library Capital Invoice # Vendor Account #: 13893 Vendor Amount Description
7/30/2024 959779 MicroMarketing LLC \$57.37 Books-Children's

Vendor Total: \$57.37

001.4010.6770 Library Capital Vendor Account #: AJXB8ULKK16SU

Date	Invoice #	Vendor	Amount	Description
7/7/2024	16YM-7N3H-GRN4	Amazon Capital Services	\$99.50	Videorecordings
7/21/2024	1RMC-993C-W7KV	Amazon Capital Services	\$109.98	Books-Adult/SRP Prizes
7/28/2024	147D-4N6C-K6F7	Amazon Capital Services	\$29.53	Books-Adult
7/31/2024	1L1H-GPG4-9GNQ	Amazon Capital Services	\$62.00	Books-Adult

Vendor Total: \$301.01

Line Item Total: \$2,647.53

Expenses Total: \$21,771.37

Please pay the following claims from our Trust Fund-Library Funds:

167.5901.6608 Trust Fund-Library Funds

Vendor Account #: 377309

Date	Invoice #	Vendor	Amount	Description
7/21/2023	70856368	ProQuest LLC	\$1,300.80	FY25 Ancestry.com Library Ed. Subs.

Vendor Total: \$1,300.80

Trust Funds Total: \$1,300.80

Grand Total: \$23,072.17

Emmetsburg Public Library

Petty Cash Fund

for 7/1/2024- 7/31/2024

001.4010.6508 Postage & Shipping

Date	Employee Purchasing Amount	Description
7/5/2024	Nathan R. E. Clark	\$8.54 Postage

Line Item Total: \$8.54

001.4010.6599 Other Supplies

Date	Employee Purchasing Amount	Description
7/1/2024	Nathan R. E. Clark	\$19.19 Program Refreshments Program
7/23/2024	Nathan R. E. Clark	\$58.52 Refreshments/Smoothie Program Supplies
7/23/2024	Nathan R. E. Clark	\$10.95 Cutting Board, Measuring Cups/Spoons
7/23/2024	Kari Gramowski	\$8.56 Olympic Rings Craft Supplies

Line Item Total: \$97.22

Please reimburse the following receipts from our Trust Fund-Library Funds:

167.5901.6608 Trust Fund-Library Funds

Date	Employee Purchasing Amount	Description
7/18/2024	Kari Gramowski	\$75.00 Boernsen Bees-Bee Program Mileage Fee

Line Item Total: \$75.00

Petty Cash Total: \$180.76