

## Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

Emmetsburg Public Library

5:00 p.m., Tuesday, August 17, 2021

**Conference Room 14; Social Distancing Guidelines Observed**

**Call to Order:** The Emmetsburg Public Library Board of Trustees monthly meeting was called to order by President Dave Carpenter at 5:00 p.m. on Tuesday, August 17, 2021 in the Conference Room 14 of the Emmetsburg Public Library with seat spacing appropriate to social distancing requirement. Trustees present were: Carpenter, Sue Brown, Kathy Merrill, Joe Veltri, Joe Schany, Jacob Neff, JaDee Gloede and Marilyn Carlstrom. Jan Stillman 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 Carlstrom. The motion carried, 8-0.

**Minutes Approval:** The minutes of the July meeting were prepared by Library Director Clark in advance of the meeting. Trustee Merrill made a motion to approve the minutes of the July 2021 meeting. The motion was seconded by Trustee Veltri and carried, 8-0.

**Bill Approval:** The expenses for the month of July 2021 were read by Library Director Clark. Trustee Veltri moved to approve the expenses of July 2021, which was seconded by Trustee Gloede and carried, 8-0.

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

**Correspondence:** No correspondence was presented at the meeting.

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

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

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

**Library Director's Report:** Library Director Clark announced that the library's new website is now active in place of the old site. It is also sporting the library's new logo.

Clark told the trustees that this year's Summer Reading Program wrapped up at the end of July. Approximately 120 children signed up for the program. Among the 13 individual programs held, 386 people attended and 372 prizes were given out for reading.

Clark said that "Truer Words..." the non-fiction book club started in 2020 has now resumed. He further shared that copies of next month's discussion were available at the desk. For teens, the new book club, BookTok, will begin September 9<sup>th</sup>.

Clark shared that Pokémon Training Camp, a program to teach youngsters how to play the Pokémon Trading Card Game, would be held on August 24<sup>th</sup> at 2:00 p.m. This is a 2-hour early dismissal day.

Clark encouraged the Trustees to come to the "Lessons of the Holocaust" program to be presented by Brad Wilkening on Tuesday, September 14<sup>th</sup> at 6:30 p.m. (right after the book discussion group).

Clark announced that the library would be hosting Jen Loeb, the first Iowa woman to summit Mt. Everest in October. In fact, Loeb has summited the highest peaks on 6 continents, and will be travelling to Antarctica in December to make it all 7 continents!

Lastly, Clark reported that they have been having Gaming after Hours twice a month now for three months, and that it is going well.

### **Unfinished Business:**

The policy up for review, the Library Cards Applications Policy was given its second reading. No changes were made at the last meeting and no changes were suggested. Trustee Brown made a motion to accept the second reading of the Library Cards Applications Policy. The motion was seconded by Trustee Merrill and carried, 8-0.

The policy up for review, the Adult Library Card Application, was given its second reading. No changes were made at the last meeting and no changes were suggested. Trustee Veltri made a motion to accept the second reading of the Adult Library Card Application. The motion was seconded by Trustee Neff and carried, 8-0.

The policy up for review, the Youth Library Card Application, was given its second reading. No changes were made at the last meeting and no changes were suggested. Trustee Merrill made a motion to approve the second reading of the Youth Library Card Application, which was seconded by Trustee Carlstrom and carried, 8-0.

### **New Business:**

The policy up for review, the Institution Cards Policy, was given its first reading. The policy outlines information necessary for institutions to be issued a library card. No changes were suggested. Trustee Veltri made a motion to accept the first reading of the Institution Cards Policy. The motion was seconded by Trustee Schany and carried, 8-0.

The policy up for review, the Institution Library Card Application, was given its first reading. No changes were suggested. Trustee Carlstrom moved to approve the first reading of the Institution Library Card Application and Trustee Gloede seconded the motion. The motion carried, 8-0.

The policy up for review, the Library Cards Expiration and Renewal Policy, was given its first reading. The policy outlines the expiration period for library cards and steps to renew them. No changes were suggested. Trustee Merrill made a motion to approve the first reading of the Library Cards Expiration and Renewal Policy, which was seconded by Trustee Veltri and carried, 8-0.

The policy up for review, the "Card-in-Hand" Requirements and Exceptions Policy, was given its first reading. The policy outlines when a patron may still check out items without a library card in hand.

Trustee Merrill made a motion to accept the first reading of the "Card-in-Hand" Requirements and Exceptions Policy, which was seconded by Trustee Veltri and carried, 8-0.

**Agenda Items for Next Meeting:** Bridges LOA.

**Adjourn:** Vice President Carpenter adjourned the meeting at 5:46 p.m. The next meeting of the Board of Trustees is scheduled for Tuesday, September 21, 2021 at the Emmetsburg Public Library.

Respectfully submitted,



Nathan R. E. Clark, secretary pro tem



President, Board of Trustees

# Emmetsburg Public Library

Expenditures for the month of August 2021

## 001.4010.6373 Telecommunications Expense

Date	Vendor	Amount	Description
8/23/2021	Windstream Iowa Communications	\$140.29	Telephone lines + long distance service

Vendor Total: \$140.29

Line Item Total: \$140.29

## 001.4010.6419 Technology Services Expense

Date	Vendor	Amount	Description
9/1/2021	OCLC, Inc.	\$184.23	Monthly Cataloging Subscription

Vendor Total: \$184.23

## 001.4010.6419 Technology Services Expense

Date	Vendor	Amount	Description
8/27/2021	OverDrive, Inc.	\$1,002.72	Bridges FY22 E-Book Content Fee

Vendor Total: \$1,002.72

Line Item Total: \$1,186.95

## 001.4010.6502 Library Materials

Date	Vendor	Amount	Description
7/19/2021	Architectural Digest	\$19.99	One-year subscription

Vendor Total: \$19.99

## 001.4010.6502 Library Materials

Date	Vendor	Amount	Description
8/5/2021	Food Network Magazine	\$18.00	One-year subscription

Vendor Total: \$18.00

Line Item Total: \$37.99

## 001.4010.6506 Office Supplies

Date	Vendor	Amount	Description
8/2/2021	Loffler Companies, Inc.	\$49.86	Toner Contract

Vendor Total: \$49.86

## 001.4010.6506 Office Supplies

Date	Vendor	Amount	Description
8/3/2021	E-Pride Office Products	\$4.84	Paper clips

Vendor Total: \$4.84

**001.4010.6506 Office Supplies**

Date	Vendor	Amount	Description
8/5/2021	Amazon	\$25.97	Labels
		\$25.97	

**Vendor Total: Split Vendor Total with Library Capital**

**Line Item Total: \$80.67**

**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
7/28/2021	Baker & Taylor	\$141.05	Books-Adult/Young Adult
8/3/2021	Baker & Taylor	\$226.94	Books-Adult/Young Adult
8/10/2021	Baker & Taylor	\$177.68	Books-Adult/Young Adult
8/12/2021	Baker & Taylor	\$420.91	Books-Adult/Young Adult
8/19/2021	Baker & Taylor	\$56.34	Books-Children's
8/24/2021	Baker & Taylor	\$114.40	Books-Adult/Young Adult

**Vendor Total: \$1,137.32**

**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
8/4/2021	CENGAGE Learning Inc/Gale	\$147.49	Books-Large Type
8/9/2021	CENGAGE Learning Inc/Gale	\$24.69	Books-Large Type
8/10/2021	CENGAGE Learning Inc/Gale	\$63.73	Books-Large Type
8/18/2021	CENGAGE Learning Inc/Gale	\$39.73	Books-Large Type
8/30/2021	CENGAGE Learning Inc/Gale	\$46.50	Books-Large Type

**Vendor Total: \$322.14**

**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
8/1/2021	Center Point Large Print	\$272.64	Books-Large Type

**Vendor Total: \$272.64**

**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
9/1/2021	Junior Library Guild	\$202.30	Books-Children's/Young Adult

**Vendor Total: \$202.30**

**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
7/30/2021	Blackstone Publishing	\$75.98	Sound recordings-Adult
8/13/2021	Blackstone Publishing	\$91.97	Sound recordings-Adult
8/30/2021	Blackstone Publishing	\$60.00	Sound recordings-Adult

**Vendor Total: \$227.95**

**001.4010.6770 Library Capital**

<b>Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>
7/21/2021	Amazon	-\$126.23	Credit Memo
7/26/2021	Amazon	\$18.99	Videorecordings
7/26/2021	Amazon	\$18.97	Videorecordings
7/29/2021	Amazon	\$32.98	Videorecordings
7/30/2021	Amazon	\$11.92	Videorecordings
8/1/2021	Amazon	\$29.97	Videorecordings
8/5/2021	Amazon	\$31.09	Books-Adult
8/7/2021	Amazon	\$161.60	Videorecordings
8/10/2021	Amazon	-\$38.92	Credit Memo

**\$140.37****Vendor Total:****\$166.34***Includes \$25.97 from Office Supplies***Line Item Total:****\$2,302.72****Expenses Total:****\$3,748.62**

# Emmetsburg Public Library

## Petty Cash Fund

### Expenditures for August 1-31, 2021

#### 001.4010.6508 Postage & Shipping

Date	Employee Purchasing Amount	Description
8/3/2021	Nathan R. E. Clark \$5.13	Postage
8/4/2021	Nathan R. E. Clark \$0.00	Postage
8/5/2021	Nathan R. E. Clark \$0.00	Postage
8/9/2021	Nathan R. E. Clark \$2.75	Postage
8/11/2021	Nathan R. E. Clark \$0.00	Postage
8/16/2021	Nathan R. E. Clark \$2.75	Postage
8/19/2021	Nathan R. E. Clark \$7.09	Postage
8/24/2021	Nathan R. E. Clark \$6.03	Postage
8/25/2021	Nathan R. E. Clark \$6.03	Postage
8/27/2021	Nathan R. E. Clark \$2.75	Postage
8/31/2021	Nathan R. E. Clark \$6.06	Postage

**Line Item Total: \$38.59**

#### 001.4010.6599 Other Supplies

Date	Employee Purchasing Amount	Description
8/24/2021	Nathan R. E. Clark \$11.22	Disinfecting wipes/Food Items
9/3/2021	Nathan R. E. Clark \$14.73	Food Items

**Line Item Total: \$25.95**

**Petty Cash Total: \$64.54**