

Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

Emmetsburg Public Library

5:00 p.m., Tuesday, October 19, 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 5:07 p.m. on Tuesday, October 19, 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, Jan Stillman, Joe Schany, and Joe Veltri. Jacob Neff, Marilyn Carlstrom, and JaDee Gloede were 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 Merrill moved to approve the agenda, which was seconded by Trustee Brown. The motion carried, 5-0.

Joe Veltri arrived at 5:09 p.m.

Minutes Approval: The minutes of the September meeting were prepared by Library Director Clark in advance of the meeting. Trustee Merrill made a motion to approve the minutes of the September 2021 meeting. The motion was seconded by Trustee Brown and carried, 6-0.

Bill Approval: The expenses for the month of September 2021 were read by Library Director Clark. Trustee Stillman moved to approve the expenses of September 2021, which was seconded by Trustee Veltri and carried, 6-0.

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

Correspondence: A memo from the City Finance Director, Megan Jones, was presented concerning PACGDC grant applications for grants being awarded in 2022. The City of Emmetsburg is limited to three mini-grant applications, and departments may only apply for one each. The effective deadline for the mini-grants is November 18, 2021 in order for the grants to be selected and prioritized by the City Council. The memo also stated that the city will not be accepting grants for the per capita allocation this Fall.

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 reported that a second Pokémon was held Saturday, October 3rd, from 1:00-2:30-4:00. All eleven children who signed up showed up and participated.

Clark said the Mt. Everest climber program was a big success and had around 40 people attend.

Clark told the trustees that, earlier in the day, he had spoken to the Rotary Club at the invitation of Margay Grose, and that his presentation was well-received.

Clark reminded the trustees about the wool spinning demonstration and class to be offered at the library on Thursday, October 21st. The demo will be at 6:00 p.m. and will be open to all. The class will be held afterward at 7:00 p.m., costs \$25.00 to cover materials provided, and will be limited to 6 participants.

Clark also reminded the trustees of the one-man play to be performed at the library of Edgar Allan Poe by professional actor Duffy Hudson on Friday, October 22nd at 6:00 p.m. Clark told the trustees that they had even gotten a candelabra and a stuffed raven from the community theatre to use as props for the evening.

Clark told the trustees that there were quite a few school early-out days scheduled for the next week and that the library had programs scheduled for each day, including craft and gaming programs.

Unfinished Business:

The policy up for review, the Library Cards Eligibility Policy, was given its second reading. The policy outlines who may apply for a library card. No changes were made at the last meeting and no changes were suggested. Trustee Stillman made a motion to accept the second reading of the Library Cards Eligibility Policy. The motion was seconded by Trustee Schany and carried, 6-0.

The policy up for review, Request for Reconsideration Form, was given its second reading. It was suggested to add email address to the requested information at the last meeting. No additional changes were suggested. Trustee Schany moved to approve the second reading with changes of the Request for Reconsideration Form and Trustee Veltri seconded the motion. The motion carried, 6-0.

The policy up for review, the Gifts and Bequests Policy, was given its second reading. No changes were made at the last meeting and none were suggested. Trustee Veltri made a motion to approve the second reading of the Gifts and Bequests Policy, which was seconded by Trustee Brown and carried, 6-0.

New Business:

The policy up for review, the Loan of Equipment-LCD Projector & Portable PA System Policy, was given its first reading. The policy details who is eligible to borrow the stated equipment and the deposit. No changes were suggested. Trustee Schany made a motion to accept the first reading of the Loan of Equipment-LCD Projector & Portable PA System Policy. The motion was seconded by Trustee Veltri and carried, 6-0.

The policy up for review, the ILCC Library Computer and Acceptable Use Policy, was given its first reading. This is the document that governs the public's use of the college computer lab. The library adopts it for inclusion in its policy manual as it is a required policy for accreditation. As such, it is an all or none proposition and no changes were suggested. Trustee Stillman moved to approve the first reading of the ILCC Library Computer and Acceptable Use Policy and Trustee Schany seconded the motion. The motion carried, 6-0.

The trustees were presented with ideas for prospective PACGDC grant projects. The best received idea was to have a projector mounted in the library proper and a motorized projector screen. Permission would need to be sought from the appropriate parties and quotes obtained. Trustee Stillman made a motion to obtain necessary permission and bids for installation of a projector and screen in the library. The motion was seconded by Trustee Veltri and carried, 6-0.


Agenda Items for Next Meeting: Trustee Stillman plans to join the meeting by Zoom in November.

Adjourn: Vice President Carpenter adjourned the meeting at 5:41 p.m. The next meeting of the Board of Trustees is scheduled for Tuesday, November 16, 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 October 2021

001.4010.6210 Dues & Memberships

Date	Vendor	Amount	Description
10/21/2021	Palo Alto County Library Association	\$30.00	FY2022 Membership Dues

Vendor Total:	\$30.00
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Line Item Total:	\$30.00
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Date	Vendor	Amount	Description
10/21/2021	Windstream Iowa Communications	\$138.61	Telephone lines + long distance service

Vendor Total:	\$138.61
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Line Item Total:	\$138.61
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001.4010.6402 Advertising Expense

Date	Vendor	Amount	Description
10/31/2021	Emmetsburg Reporter-Democrat	\$122.00	Newspaper Advertisement- Progress Ed.

Vendor Total:	\$122.00
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Line Item Total:	\$122.00
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001.4010.6419 Technology Services Expense

Date	Vendor	Amount	Description
11/1/2021	OCLC, Inc.	\$343.33	WebDewey Yearly Subscription
11/1/2020	OCLC, Inc.	\$184.23	Monthly Cataloging Subscription

Vendor Total:	\$527.56
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001.4010.6419 Technology Services Expense

Date	Vendor	Amount	Description
11/1/2021	World Trade Press	\$365.21	Global Road Warrior/AtoZ the USA Databases Yearly Subscription

Vendor Total:	\$365.21
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Line Item Total:	\$892.77
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001.4010.6502 Library Materials

Date	Vendor	Amount	Description
11/2/2021	Scout Life	\$15.00	One-year subscription

Vendor Total:	\$15.00
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Line Item Total:	\$15.00
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001.4010.6770 Library Capital				
Date	Vendor	Amount	Description	
10/15/2021	Iowa Poetry Association	\$9.00	Books-Adult	
Vendor Total:		\$9.00		

001.4010.6770 Library Capital				
Date	Vendor	Amount	Description	
10/7/2021	Fox Pointe Publishing	\$157.44	Books-Adult/Children's/Young Adult	
Vendor Total:		\$157.44		

001.4010.6770 Library Capital				
Date	Vendor	Amount	Description	
8/31/2021	The Penworthy Company LLC	\$117.75	Books-Children's	
Vendor Total:		\$117.75		

001.4010.6770 Library Capital				
Date	Vendor	Amount	Description	
10/20/2021	Book Look	\$435.73	Books-Children's	
Vendor Total:		\$435.73		

001.4010.6770 Library Capital				
Date	Vendor	Amount	Description	
10/11/2021	Pioneer Drama Service	\$22.25	Books-Adult	
Vendor Total:		\$22.25		

001.4010.6770 Library Capital				
Date	Vendor	Amount	Description	
9/27/2021	Blackstone Publishing	\$15.99	Sound Recordings-Adult	
10/14/2021	Blackstone Publishing	\$149.56	Sound Recordings-Adult	
10/20/2021	Blackstone Publishing	\$64.00	Sound Recordings-Adult	
10/22/2021	Blackstone Publishing	\$56.00	Sound Recordings-Adult	
Vendor Total:		\$285.55		

001.4010.6770 Library Capital				
Date	Vendor	Amount	Description	
9/2/2021	MicroMarketing LLC	\$50.99	Sound Recordings-Children's	
9/14/2021	MicroMarketing LLC	\$31.00	Sound Recordings-Children's	
10/12/2021	MicroMarketing LLC	\$29.99	Sound Recordings-Children's	
10/14/2021	MicroMarketing LLC	\$14.57	Books-Children's	
Vendor Total:		\$126.55		

001.4010.6770 Library Capital				
Date	Vendor	Amount	Description	
9/20/2021	Amazon	\$24.99	Videorecordings	
9/22/2021	Amazon	\$41.34	Books-Adult	
9/23/2021	Amazon	\$58.25	Books-Adult	
Vendor Total:		\$124.58		

Line Item Total: \$2,397.66

Expenses Total: \$3,718.36

Emmetsburg Public Library

Petty Cash Fund

Expenditures for September 1-30, 2021

001.4010.6508 Postage & Shipping

Date	Employee	Purchasing Amount	Description
9/7/2021	Nathan R. E. Clark	\$16.95	Postage
9/10/2021	Nathan R. E. Clark	\$18.18	Postage
9/15/2021	Nathan R. E. Clark	\$6.06	Postage
9/16/2021	Nathan R. E. Clark	\$7.26	Postage
9/24/2021	Nathan R. E. Clark	\$3.63	Postage
9/29/2021	Nathan R. E. Clark	\$3.03	Postage

Line Item Total: \$55.11

001.4010.6599 Other Supplies

Date	Employee	Purchasing Amount	Description
9/14/2021	Nathan R. E. Clark	\$5.35	Programming Supplies
9/14/2021	Nathan R. E. Clark	\$12.81	Programming Supplies
9/15/2021	Nathan R. E. Clark	\$102.99	Programming Supplies
9/22/2021	Anna Veltri	\$16.07	Crafting Supplies-Display
9/23/2021	Nathan R. E. Clark	\$6.96	Food Items-Oreos

Line Item Total: \$144.18

001.4010.6506 Office Supplies

Date	Employee	Purchasing Amount	Description
9/24/2021	Anna Veltri	\$5.00	Sanitizing Wipes

Line Item Total: \$5.00

Petty Cash Total: \$204.29

Emmetsburg Public Library

Petty Cash Fund

Expenditures for October 1-31, 2021

001.4010.6508 Postage & Shipping

Date	Employee	Purchasing Amount	Description
10/4/2021	Nathan R. E. Clark	\$3.03	Postage
10/7/2021	Nathan R. E. Clark	\$7.26	Postage
10/8/2021	Nathan R. E. Clark	\$3.63	Postage
10/13/2021	Nathan R. E. Clark	\$3.63	Postage
10/14/2021	Nathan R. E. Clark	\$6.66	Postage
10/15/2021	Nathan R. E. Clark	\$7.26	Postage
10/20/2021	Nathan R. E. Clark	\$3.63	Postage
10/21/2021	Nathan R. E. Clark	\$7.26	Postage
10/27/2021	Nathan R. E. Clark	\$6.66	Postage

Line Item Total: \$49.02

001.4010.6599 Other Supplies

Date	Employee	Purchasing Amount	Description
10/2/2021	Nathan R. E. Clark	\$7.66	Program Refreshments, Disinfecting Wipes
10/6/2021	Kari Gramowski	\$6.99	Program Refreshments
10/19/2021	Kari Gramowski	\$4.17	Program Refreshments
10/19/2021	Kari Gramowski	\$23.66	Program Refreshments
10/20/2021	Anna Veltri	\$9.00	Program Refreshments
10/22/2021	Anna Veltri	\$7.98	Program Refreshments

Line Item Total: \$59.46

001.4010.6770 Library Capital

Date	Employee	Purchasing Amount	Description
10/4/2021	Walmart	\$24.96	Videorecordings

Line Item Total: \$24.96

Petty Cash Total: \$133.44