

## Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

Emmetsburg Public Library

5:00 p.m., Tuesday, July 20, 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 5:01 p.m. on Tuesday, July 20, 2021 in the Conference Room 14 of the Emmetsburg Public Library with seat spacing appropriate to social distancing requirement. Trustees present were: Carpenter, Jan Stillman, Sue Brown, Kathy Merrill, Joe Veltri, Joe Schany, and Jacob Neff. JaDee Gloede and Marilyn Carlstrom 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 Stillman moved to approve the agenda, which was seconded by Trustee Brown. The motion carried, 7-0.

**Minutes Approval:** The minutes of the June meeting were prepared by Library Director Clark in advance of the meeting. Trustee Brown made a motion to approve the minutes of the May 2021 meeting. The motion was seconded by Trustee Stillman and carried, 7-0.

**Bill Approval:** The expenses for the month of June 2021 were read by Library Director Clark. Trustee Merrill moved to approve the expenses of June 2021, which was seconded by Trustee Veltri and carried, 7-0.

**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 told the board that he had attended the ALA Annual Conference virtually. He said that it was his first time attending the nation conference, virtual or otherwise. He was impressed by the breadth and number of sessions offered in the virtual conference. In addition to spending a great deal of time viewing sessions over the course of six days, he said that he had also spent a great deal of time viewing recorded sessions. He said that he found it to be a very worthwhile experience.

Clark noted that the college library staff will be resuming regular hours Wednesday, August 25<sup>th</sup> when they will work their first evening shift of the school year. From then until the semester break, the library will be open from 8:00 a.m. to 8:00 p.m. Mondays through Thursdays, 7:30 a.m. to 5:30 p.m. on Fridays and .from 9:30 a.m. to 2:30 p.m. on Saturdays.

Clark shared the news that the State Library would be expanding its statewide courier service for public libraries to offer two-days-per-week pickup and delivery. He said that this change will go a long way to address some of the criticisms that he had of the service, or how it was implemented. Clark said that the main problem was that so many libraries went away from mailing items at all, and instead relied solely on once-per-week pickup and delivery. The upshot of this was that delivery of requested books was taking drastically longer than before the courier service was offered. If he had his druthers, Clark said, he would have chosen a Monday/Thursday or Monday/Friday schedule, but he said that he could make the Monday/Wednesday pickup work and that it would be an improvement in service for all.

#### **Unfinished Business:**

The policy up for review, the Outreach Services Policy was given its second reading. 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 Outreach Services Policy. The motion was seconded by Trustee Neff and carried, 7-0.

The policy up for review, the Interlibrary Loan Policy, 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 Interlibrary Loan Policy. The motion was seconded by Trustee Schany and carried, 7-0.

The policy up for review, the Bulletin Board Policy, was given its second reading. At the last meeting, language was added to say: "Materials will be posted at the library director's discretion." No further changes were suggested. Trustee Neff made a motion to approve the second reading, which was seconded by Trustee Veltri and carried, 7-0.

#### **New Business:**

The policy up for review, the Library Card Application Policy, was given its first reading. The policy outlines the information requested of library card applicants and the ages appropriate to youth and adult applications. No changes were suggested. Trustee Merrill made a motion to accept the first reading of the Library Card Applications Policy. The motion was seconded by Trustee Brown and carried, 7-0.

The policy up for review, the Adult Library Card Application, was given its first reading. No changes were suggested. Trustee Stillman moved to approve the first reading of the Adult Library Card Application and Trustee Veltri seconded the motion. The motion carried, 7-0

The policy up for review, the Youth Library Card Application, was given its first reading. No changes were suggested. Trustee Schany made a motion to approve the first reading of the Youth Library Card Application, which was seconded by Trustee Veltri and carried, 7-0.

The policy up for review, the Out-of-State Visitor Cards Policy, was given its first reading. Library Director Clark noted that since we are not funded to serve residents outside of Iowa, we are in no way obligated to provide library service; however, the library has traditionally offered temporary cards to out-of-state visitors. Trustee Neff made a motion to accept the first reading of the Out-of-State Visitor Cards Policy, which was seconded by Trustee Merrill and carried, 7-0.

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

**Adjourn:** Vice President Carpenter adjourned the meeting at 5:40 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 July 2021

## 001.4010.6220 Subscriptions & Educ. Materials

| Date     | Vendor                 | Amount  | Description         |
|----------|------------------------|---------|---------------------|
| 8/3/2020 | The Horn Book Magazine | \$49.00 | One-year membership |

Vendor Total: \$49.00

Line Item Total: \$49.00

## 001.4010.6373 Telecommunications Expense

| Date      | Vendor                         | Amount   | Description                             |
|-----------|--------------------------------|----------|---|
| 7/21/2021 | Windstream Iowa Communications | \$138.97 | Telephone lines + long distance service |

Vendor Total: \$138.97

Line Item Total: \$138.97

## 001.4010.6413 Payment to Other Agency 28E

| Date     | Vendor                       | Amount      | Description                     |
|----------|------------------------------|-------------|---------------------------------|
| 8/2/2021 | Iowa Lakes Community College | \$14,000.00 | Library Facility Use Fee FY2022 |

Vendor Total: \$14,000.00

Line Item Total: \$14,000.00

## 001.4010.6419 Technology Services Expense

| Date     | Vendor       | Amount     | Description                         |
|----------|--------------|------------|-------------------------------------|
| 7/1/2021 | ProQuest LLC | \$1,178.94 | FY22 Ancestry.com Library Ed. Subs. |

Vendor Total: \$1,178.94

## 001.4010.6419 Technology Services Expense

| Date     | Vendor     | Amount   | Description                     |
|----------|------------|----------|---------------------------------|
| 7/1/2021 | OCLC, Inc. | \$184.23 | Monthly Cataloging Subscription |
| 8/1/2021 | OCLC, Inc. | \$184.23 | Monthly Cataloging Subscription |

Vendor Total: \$368.46

Line Item Total: \$1,547.40

## 001.4010.6502 Library Materials

| Date     | Vendor               | Amount  | Description           |
|----------|----------------------|---------|-----------------------|
| 8/2/2021 | Iowa History Journal | \$18.95 | One-year subscription |

Vendor Total: \$18.95

| 001.4010.6502 Library Materials |          |                |                       |
|---------------------------------|----------|----------------|-----------------------|
| Date                            | Vendor   | Amount         | Description           |
| 8/2/2021                        | Our Iowa | \$19.98        | One-year subscription |
| <b>Vendor Total:</b>            |          | <b>\$19.98</b> |                       |

| 001.4010.6502 Library Materials |                |                |                       |
|---------------------------------|----------------|----------------|-----------------------|
| Date                            | Vendor         | Amount         | Description           |
| 8/2/2021                        | The New Yorker | \$50.00        | One-year subscription |
| <b>Vendor Total:</b>            |                | <b>\$50.00</b> |                       |
| <b>Line Item Total:</b>         |                | <b>\$88.93</b> |                       |

| 001.4010.6506 Office Supplies |         |                |                |
|-------------------------------|---------|----------------|----------------|
| Date                          | Vendor  | Amount         | Description    |
| 7/1/2021                      | Loffler | \$75.21        | Toner Contract |
| <b>Vendor Total:</b>          |         | <b>\$75.21</b> |                |

| 001.4010.6506 Office Supplies |                         |                |                  |
|-------------------------------|-------------------------|----------------|------------------|
| Date                          | Vendor                  | Amount         | Description      |
| 7/28/2021                     | E-Pride Office Products | \$34.64        | Transparent Tape |
| <b>Vendor Total:</b>          |                         | <b>\$34.64</b> |                  |

| 001.4010.6506 Office Supplies |              |                 |                  |
|-------------------------------|--------------|-----------------|------------------|
| Date                          | Vendor       | Amount          | Description      |
| 7/20/2021                     | ELM USA Inc. | \$191.17        | Transparent Tape |
| <b>Vendor Total:</b>          |              | <b>\$191.17</b> |                  |
| <b>Line Item Total:</b>       |              | <b>\$301.02</b> |                  |

| 001.4010.6770 Library Capital |                |                |             |
|-------------------------------|----------------|----------------|-------------|
| Date                          | Vendor         | Amount         | Description |
| 7/9/2021                      | Baker & Taylor | \$37.01        | Books-Adult |
| 7/13/2021                     | Baker & Taylor | \$37.90        | Books-Adult |
| <b>Vendor Total:</b>          |                | <b>\$74.91</b> |             |

| 001.4010.6770 Library Capital |                       |                 |                  |
|-------------------------------|-----------------------|-----------------|------------------|
| Date                          | Vendor                | Amount          | Description      |
| 7/7/2021                      | Gale/CENGAGE Learning | \$122.80        | Books-Large Type |
| 7/21/2021                     | Gale/CENGAGE Learning | \$39.73         | Books-Large Type |
| 7/22/2021                     | Gale/CENGAGE Learning | \$23.25         | Books-Large Type |
| <b>Vendor Total:</b>          |                       | <b>\$185.78</b> |                  |

| 001.4010.6770 Library Capital |                          |                 |                  |
|-------------------------------|--------------------------|-----------------|------------------|
| Date                          | Vendor                   | Amount          | Description      |
| 7/1/2021                      | Center Point Large Print | \$272.64        | Books-Large Type |
| <b>Vendor Total:</b>          |                          | <b>\$272.64</b> |                  |

| 001.4010.6770 Library Capital |                      |                 |                              |
|-------------------------------|----------------------|-----------------|------------------------------|
| Date                          | Vendor               | Amount          | Description                  |
| 8/3/2021                      | Junior Library Guild | \$202.30        | Books-Children's/Young Adult |
| <b>Vendor Total:</b>          |                      | <b>\$202.30</b> |                              |

| 001.4010.6770 Library Capital |           |                 |             |
|-------------------------------|-----------|-----------------|-------------|
| Date                          | Vendor    | Amount          | Description |
| 7/23/2021                     | Book Look | \$382.76        | Books-Adult |
| <b>Vendor Total:</b>          |           | <b>\$382.76</b> |             |

| 001.4010.6770 Library Capital |               |                |                  |
|-------------------------------|---------------|----------------|------------------|
| Date                          | Vendor        | Amount         | Description      |
| 7/8/2021                      | Book Farm LLC | \$15.95        | Books-Children's |
| <b>Vendor Total:</b>          |               | <b>\$15.95</b> |                  |

| 001.4010.6770 Library Capital |                       |                 |                 |
|-------------------------------|-----------------------|-----------------|-----------------|
| Date                          | Vendor                | Amount          | Description     |
| 7/30/2021                     | Grey House Publishing | \$242.00        | Books-Reference |
| <b>Vendor Total:</b>          |                       | <b>\$242.00</b> |                 |

| 001.4010.6770 Library Capital |                       |                 |                        |
|-------------------------------|-----------------------|-----------------|------------------------|
| Date                          | Vendor                | Amount          | Description            |
| 7/2/2021                      | Blackstone Publishing | \$127.96        | Sound recordings-Adult |
| 7/20/2021                     | Blackstone Publishing | \$99.95         | Sound recordings-Adult |
| <b>Vendor Total:</b>          |                       | <b>\$227.91</b> |                        |

| 001.4010.6770 Library Capital |                    |                |                             |
|-------------------------------|--------------------|----------------|-----------------------------|
| Date                          | Vendor             | Amount         | Description                 |
| 7/13/2021                     | MicroMarketing LLC | \$35.99        | Sound recordings-Children's |
| <b>Vendor Total:</b>          |                    | <b>\$35.99</b> |                             |

|                         |                   |
|-------------------------|-------------------|
| <b>Line Item Total:</b> | <b>\$1,640.24</b> |
|-------------------------|-------------------|

|                        |                    |
|------------------------|--------------------|
| <b>Expenses Total:</b> | <b>\$17,765.56</b> |
|------------------------|--------------------|

# Emmetsburg Public Library

## Expenditures for the month of July 2021-Addendum

001.4010.6770 Library Capital

| Date      | Vendor        | Amount  | Description      |
|-----------|---------------|---------|------------------|
| 4/28/2021 | Lookout Books | \$46.98 | Books-Children's |

Vendor Total: \$46.98

Line Item Total: \$46.98

Expenses Total: \$46.98

# Emmetsburg Public Library

## Petty Cash Fund

### for 7/1/2021- 7/31/2021

#### 001.4010.6508 Postage & Shipping

| Date      | Employee           | Purchasing Amount | Description |
|-----------|--------------------|-------------------|-------------|
| 7/1/2021  | Nathan R. E. Clark | \$12.06           | Postage     |
| 7/6/2021  | Nathan R. E. Clark | \$9.31            | Postage     |
| 7/12/2021 | Nathan R. E. Clark | \$9.31            | Postage     |
| 7/16/2021 | Nathan R. E. Clark | \$12.06           | Postage     |
| 7/19/2021 | Nathan R. E. Clark | \$6.03            | Postage     |
| 7/21/2021 | Nathan R. E. Clark | \$3.81            | Postage     |
| 7/27/2021 | Nathan R. E. Clark | \$20.74           | Postage     |
| 7/29/2021 | Nathan R. E. Clark | \$6.56            | Postage     |
| 7/30/2021 | Nathan R. E. Clark | \$7.62            | Postage     |

**Line Item Total: \$87.50**

#### 001.4010.6506 Office Supplies

| Date      | Employee           | Purchasing Amount | Description      |
|-----------|--------------------|-------------------|------------------|
| 7/21/2021 | Nathan R. E. Clark | \$7.99            | Sanitizing Wipes |

**Line Item Total: \$7.99**

#### 001.4010.6599 Other Supplies

| Date      | Employee       | Purchasing Amount | Description                       |
|-----------|----------------|-------------------|-----------------------------------|
| 7/11/2021 | Kari Gramowski | \$5.35            | SRP Prizes                        |
| 7/11/2021 | Kari Gramowski | \$9.63            | Prizes (lost receipt-Dollar Tree) |
| 7/13/2021 | Kari Gramowski | \$12.84           | SRP Prizes                        |
| 7/17/2021 | Kari Gramowski | \$23.24           | SRP Prizes                        |
| 7/19/2021 | Kari Gramowski | \$16.04           | SRP Prizes                        |
| 7/22/2021 | Kari Gramowski | \$3.02            | SRP Prizes                        |

**Line Item Total: \$70.12**

**Petty Cash Total: \$165.61**