

Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

Emmetsburg Public Library

5:00 p.m., Tuesday, January 18, 2022

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, January 18, 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, JaDee Gloede, Marilyn Carlstrom, Joe Schany, and Joe Veltri. Trustee Jan Stillman joined by telephone. Trustee Jacob Neff 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 Merrill. The motion carried, 8-0.

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

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

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

Correspondence: No correspondence was discussed 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 reminded the trustees of the Abraham Lincoln impersonator to be at the library on February 17th at 6:00 p.m.

Clark talked about some of the programs that were offered over the Winter Break. He said that some were more successful than others, with the most popular being the Retro Gaming Lounge and the Pokémon and Harry Potter parties.

Library Director Clark mentioned the Marvin E. Simonsen estate that was received in the amount of \$35,640.00. Several ideas were put forth for projects to use the money. Clark mentioned using it for new furnishings and mentioned that he would like new, more comfortable chairs. The trustees asked Clark to

price out chairs he would be interested in for starters. Clark said that he would have this for the next meeting.

Clark mentioned ongoing roof leakage and stated that he was still not aware of a solid timeline for its repair. The trustees asked Clark to draft a letter to be sent to the college administration. He said that he would have it ready at the next meeting.

Unfinished Business:

No unfinished business was discussed.

New Business:

The policy up for review, the City of Emmetsburg Personnel Policy, was given its first reading. Proceeding from an earlier question about City and library paid holidays not being equal, Library Director Clark pointed out that they were different, but the same number of hours. No changes were suggested. Trustee Schany made a motion to approve the first reading of the City of Emmetsburg Personnel Policy, which was seconded by Trustee Gloede and carried, 8-0.

The policy up for review, the Collection Development-Website Content Policy was given its first reading. Library Director Clark state that this policy provides guidance for the large number of requests the library receives to place links to other websites on the library website. No changes were suggested. Trustee Merrill made a motion to approve the first reading of the Collection Development-Website Content Policy. Trustee Brown seconded the motion, which carried, 8-0.

Agenda Items for Next Meeting: Trustee Stillman plans to join the meeting remotely again in February.

Adjourn: President Carpenter adjourned the meeting at 5:48 p.m. The next meeting of the Board of Trustees is scheduled for Tuesday, February 15, 2022 at the Emmetsburg Public Library.

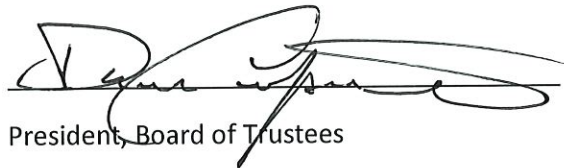
Respectfully submitted,



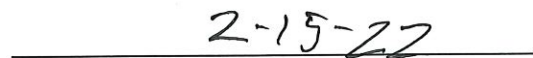
Nathan R. E. Clark, secretary pro tem



Date



President, Board of Trustees



Date

Emmetsburg Public Library

Expenditures for the month of January 2022

001.4010.6373 Telecommunications Expense

Date	Vendor	Amount	Description
1/21/2021	Windstream Iowa Communications	\$136.10	2 Telephone line + long distance service

Vendor Total: \$136.10

Line Item Total: \$136.10

001.4010.6419 Technology Services Expense

Date	Vendor	Amount	Description
1/10/2022	World Trade Press	\$192.78	AtoZ World Food Subscription

Vendor Total: \$192.78

Line Item Total: \$192.78

001.4010.6502 Library Materials

Date	Vendor	Amount	Description
2/1/2022	Elle Décor	\$10.00	One-year subscription

Vendor Total: \$10.00

001.4010.6502 Library Materials

Date	Vendor	Amount	Description
2/1/2022	Country Living	\$8.00	One-year subscription

Vendor Total: \$8.00

001.4010.6502 Library Materials

Date	Vendor	Amount	Description
2/1/2022	Real Simple	\$16.05	One-year subscription

Vendor Total: \$16.05

001.4010.6502 Library Materials

Date	Vendor	Amount	Description
2/1/2022	Food & Wine	\$14.95	One-year subscription

Vendor Total: \$14.95

Line Item Total: \$49.00

001.4010.6506 Office Supplies

Date	Vendor	Amount	Description
1/5/2022	Loffler	\$52.59	Toner contract

Vendor Total:	\$52.59
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Line Item Total:	\$52.59
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001.4010.6507 Operating Supplies

Date	Vendor	Amount	Description
1/20/2022	ELM USA	\$190.35	Disc Repair Machine Cosumables

Vendor Total:	\$190.35
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Line Item Total:	\$190.35
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
12/28/2021	Baker & Taylor	\$83.72	Books-Adult/Young Adult
1/5/2022	Baker & Taylor	\$30.93	Books-Adult/Young Adult
1/13/2022	Baker & Taylor	\$1,324.00	Books-Adult/Young Adult
1/25/2022	Baker & Taylor	\$149.32	Books-Adult
1/27/2022	Baker & Taylor	\$139.53	Books-Adult/Young Adult

Vendor Total:	\$1,727.50
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
12/29/2021	Gale/CENGAGE Learning	\$24.00	Books-Large Type
1/10/2022	Gale/CENGAGE Learning	\$14.24	Books-Large Type
1/18/2022	Gale/CENGAGE Learning	\$23.25	Books-Large Type
1/19/2022	Gale/CENGAGE Learning	\$122.15	Books-Large Type
1/21/2022	Gale/CENGAGE Learning	\$39.73	Books-Large Type
1/24/2022	Gale/CENGAGE Learning	\$22.50	Books-Large Type

Vendor Total:	\$245.87
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
1/1/2022	Center Point Large Print	\$279.84	Books-Large Type

Vendor Total:	\$279.84
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
2/1/2022	Legislative Services Agency	\$195.00	Books-Reference

Vendor Total:	\$195.00
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
1/19/2022	Book Look	\$399.74	Books-Adult

Vendor Total:	\$399.74
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
1/11/2022	Blackstone Publishing	\$32.00	Sound recordings-Adult
1/11/2022	Blackstone Publishing	\$28.00	Sound recordings-Adult
1/20/2022	Blackstone Publishing	\$28.00	Sound recordings-Adult
1/20/2022	Blackstone Publishing	\$25.60	Sound recordings-Adult

Vendor Total:	\$113.60
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
1/17/2022	MicroMarketing LLC	\$8.09	Sound Recordings-Children's
1/27/2022	MicroMarketing LLC	\$55.79	Sound Recordings-Children's

Vendor Total:	\$63.88
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
1/14/2022	Findaway World LLC	\$59.19	Sound Recordings-Children's

Vendor Total:	\$59.19
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
12/10/2021	Amazon	\$144.98	Videorecordings/Hard Drive
12/10/2021	Amazon	\$4.09	Videorecordings
12/13/2021	Amazon	\$19.99	Videorecordings

Vendor Total:	\$169.06
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Line Item Total:	\$3,253.68
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Expenses Total:	\$3,874.50
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Please pay the following claims from our Trust Fund-Library Funds:

167.5901.6608 Trust Fund-Library Funds

Date	Vendor	Amount	Description
2/1/2022	Humanities Iowa	\$50.00	Speaker's Bureau Donation

Vendor Total:	\$50.00
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Trust Funds Total:	\$50.00
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Grand Total:	\$3,924.50
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Emmetsburg Public Library Petty Cash Fund Expenditures for 1/1/2022-2/1/2022

001.4010.6508 Postage & Shipping

Date	Employee	Purchasing Amount	Description
1/5/2022	Nathan R. E. Clark	\$19.00	Shipping Newspapers to Bindery
1/13/2022	Nathan R. E. Clark	\$6.66	Postage
1/20/2022	Nathan R. E. Clark	\$15.23	Postage
1/31/2022	Nathan R. E. Clark	\$9.69	Postage

Line Item Total: \$50.58

001.4010.6599 Other Supplies

Date	Employee	Purchasing Amount	Description
1/3/2022	Nathan R. E. Clark	\$16.97	Prizes and snacks for Program
1/4/2022	Nathan R. E. Clark	\$18.14	Prizes and snacks for Program
2/1/2022	Nathan R. E. Clark	\$10.05	Snacks for Program

Line Item Total: \$45.16

Petty Cash Total: \$95.74