



Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

Emmetsburg Public Library

5:00 p.m., Tuesday March 19, 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, March 19, 2024 in Conference Room 14 of the Emmetsburg Public Library. Trustees present were Merrill, Sue Brown, Anne Johnson, Joe Schany, Joel Hoyman, Sarah Brugman, Joe Veltri, and Chelsea Rouse. Vice President 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 Johnson and carried, 6-0.

Trustee Veltri arrived at 5:02.

Minutes Approval: The minutes of the February 2024 meeting were provided for the trustees. Trustee Schany made a motion to approve the minutes of the February 2024 meeting. The motion was seconded by Trustee Veltri and carried, 7-0.

Bill Approval: The expenses for the month of February 2024 were read by Library Director Clark. Trustee Schany moved to approve the expenses for the month of February 2024. The motion was seconded by Trustee Hoyman and carried, 7-0.

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

Correspondence: Library Director Clark presented a Letter of Agreement with the State Library of Iowa concerning the Bridges Consortium. He explained that the library paid a \$300.00 base plus \$0.24 per capita amounting to \$1,189.44 for FY2025.

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.

Trustee Rouse arrived at 5:10.

Library Director's Report: Library Director Clark informed the trustees that their PACGDC granting for Gaming in the Library had been awarded. Clark said he looked forward to making the purchases and incorporating the items in the library's collection and programs.

Clark told the trustees that he had a meeting the next morning with officials from the college concerning the behavior of children in and around the library. He said that he expected Kyle Norris, Bob Leifeld, and Brenda McAllister to be there. He said that they were seeing problems like that of last year, with the worst of it occurring out in the unmonitored Rotunda and entryway area. Clark told the trustees that he favors not allowing children to loiter in the Rotunda area, especially on the early dismissal days. He said that he favors having them use the library or Wellness Center, and having them subject to the respective rules and discipline policies.

Clark said that he would be talking to Bob Leifeld at this time about the leaky roof and HVAC. Clark said that he had heard from maintenance staff that a new roof was planned. Also, he said that HVAC staff had been onsite and had ordered a part and made makeshift repairs.

Clark thanked the trustees who were able to make it to the countywide trustees meeting in Ruthven: President Merrill and Trustees Brown, Johnson, and Veltri.

Unfinished Business: The policy up for review, the *Operating Hours Policy*, was given its second reading. At the last meeting, it was changed to state closing all day on Christmas Eve Day and the Friday after Thanksgiving along with the listed exceptions at the end of the policy. It was suggested to change the first line to "the library" to encompass the entire facility. It was moved by Trustee Brown to approve the second reading of the *Operating Hours Policy*. The motion was seconded by Trustee Schany and carried, 8-0.

The policy up for review, the *Personnel Hours Policy*, was given its second reading. At the last meeting, Library Director Clark suggested changing Christmas Eve Day to a full day paid holiday, making Good Friday a half day paid holiday, and changing all listed exceptions to reflect those changes, which were accepted. Trustee Hoyman moved to approve the second reading of the *Personnel Hours Policy*, which was seconded by Trustee Schany, and carried, 7-0, with Trustee Veltri abstaining.

New Business: The policy up for review, the *Freedom to Read Statement* was given its first reading. Library Director Clark said this statement is included in the policy manual as guiding philosophy, and its passage is all or none. Trustee Hoyman moved to approve the first reading of the *Freedom to Read Statement* with no changes. The motion was seconded by Trustee Schany and carried, 8-0.

The policy up for review, the *Freedom to View Statement* was given its first reading. Library Director Clark said this statement is included in the policy manual as guiding philosophy, and its passage is all or none. Trustee Rouse moved to approve the first reading of the *Freedom to View Statement* with no changes. The motion was seconded by Trustee Schany and carried, 8-0.

The policy up for review, the *Library Bill of Rights* was given its first reading. Library Director Clark said this statement is included in the policy manual as guiding philosophy, and its passage is all or none. He also mentioned that it was originated by Forrest Spaulding, who was director of the Des

Moines Public Library at the time. Trustee Rouse moved to approve the first reading of the *Library Bill of Rights* with no changes. The motion was seconded by Trustee Johnson and carried, 8-0.

For the board education module, Library Director Clark provided an overview of the Transparent Language, the library's language-learning app. He gave a brief demonstration of some of the modules offered in it.

Upcoming meetings: The next meeting of the Emmetsburg Public Library Board of Trustees was set for Tuesday, April 16, 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 Trustee Veltri. The motion carried, 8-0. The meeting was adjourned at 6:10 p.m.

Respectfully submitted,



Nathan R. E. Clark, secretary pro tem



Date



Katryn Merrill, President, Board of Trustees



Date

Emmetsburg Public Library

Expenditures for March 2024

001.4010.6210 Dues & Memberships

Date	Vendor	Amount	Description
3/14/2024	Iowa Library Association	\$80.00	1-Year Membership Dues-Kari

Vendor Total: \$80.00

Line Item Total: \$80.00

001.4010.6240 Meetings & Conferences

Date	Vendor	Amount	Description
4/2/2024	State Library of Iowa	\$195.00	Pop YS Con, Summer Reading Summit Registration-Kari

Vendor Total: \$195.00 (Already submitted/paid)

Line Item Total: \$195.00

001.4010.6373 Telecommunications Expense

Date	Vendor	Amount	Description
3/21/2024	Windstream Iowa Comm.	\$145.57	2 Telephone lines + long distance service

Vendor Total: \$145.57

Line Item Total: \$145.57

001.4010.6506 Office Supplies

Date	Vendor	Amount	Description
3/10/2024	Loffler	\$69.20	Toner Contract

Vendor Total: \$69.20

Line Item Total: \$69.20

001.4010.6599 Other Supplies

Date	Vendor	Amount	Description
2/14/2024	Iowa Lakes Comm. College	\$45.00	60 Unfrosted Cupcakes

Vendor Total: \$45.00

Line Item Total: \$45.00

001.4010.6770 Library Capital

Date	Vendor	Amount	Description
3/5/2024	Cengage Learning Inc/Gale	\$56.23	Books-Large Type
3/5/2024	Cengage Learning Inc/Gale	\$58.48	Books-Large Type
3/6/2024	Cengage Learning Inc/Gale	\$145.45	Books-Large Type
3/7/2024	Cengage Learning Inc/Gale	\$51.73	Books-Large Type
3/15/2024	Cengage Learning Inc/Gale	\$86.97	Books-Large Type
3/15/2024	Cengage Learning Inc/Gale	\$27.74	Books-Large Type
3/21/2024	Cengage Learning Inc/Gale	\$61.47	Books-Large Type
3/21/2024	Cengage Learning Inc/Gale	\$77.22	Books-Large Type
3/21/2024	Cengage Learning Inc/Gale	\$53.23	Books-Large Type
3/26/2024	Cengage Learning Inc/Gale	\$213.00	Books-Large Type
3/26/2024	Cengage Learning Inc/Gale	\$57.73	Books-Large Type
3/26/2024	Cengage Learning Inc/Gale	\$29.99	Books-Large Type
3/26/2024	Cengage Learning Inc/Gale	\$57.73	Books-Large Type

Vendor Total:	\$976.97
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
3/1/2024	Center Point Large Print	\$287.04	Books-Large Type

Vendor Total:	\$287.04
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
8/1/2023	Blackstone Publishing	-\$12.39	Credit-Overpayment
3/7/2024	Blackstone Publishing	\$171.97	Sound Recordings-Adult

Vendor Total:	\$159.58
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
3/5/2024	MicroMarketing LLC	\$16.14	Book-Children's
3/5/2024	MicroMarketing LLC	\$16.14	Book-Children's
3/21/2024	MicroMarketing LLC	\$16.14	Book-Children's

Vendor Total:	\$48.42
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
3/7/2024	Amazon Capital Services	\$39.43	Books-Adult
3/11/2024	Amazon Capital Services	\$24.96	Videorecordings
3/13/2024	Amazon Capital Services	\$41.95	Books-Adult
3/13/2024	Amazon Capital Services	\$25.17	Books-Adult
3/19/2024	Amazon Capital Services	\$115.78	Books-Adult
3/19/2024	Amazon Capital Services	\$182.35	SRP Prizes, Crafting Supplies, Books-Adult
3/23/2024	Amazon Capital Services	\$60.31	Books-Adult
		\$489.95	

Vendor Total: (Split Vendor Total with Trust Funds-Library Funds)

Line Item Total: \$1,961.96

Expenses Total: \$2,496.76

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

167.5901.6608 Trust Fund-Library Funds

Date	Vendor	Amount	Description
3/12/2024	Baker & Taylor	\$15.38	Books-Adult
3/12/2024	Baker & Taylor	\$22.52	Books-Adult
3/12/2024	Baker & Taylor	\$1,127.52	Books-Adult
3/19/2024	Baker & Taylor	\$332.57	Books-Adult
3/19/2024	Baker & Taylor	\$16.52	Books-Adult
3/19/2024	Baker & Taylor	\$48.45	Books-Adult
3/19/2024	Baker & Taylor	\$10.80	Books-Adult
3/19/2024	Baker & Taylor	\$16.79	Books-Young Adult
3/29/2024	Baker & Taylor	\$18.24	Books-Adult
3/29/2024	Baker & Taylor	\$7.19	Books-Young Adult
3/29/2024	Baker & Taylor	\$17.10	Books-Adult
3/29/2024	Baker & Taylor	\$16.10	Books-Adult
3/29/2024	Baker & Taylor	\$272.58	Books-Adult

Vendor Total: \$1,921.76

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

167.5901.6608 Trust Fund-Library Funds

Date	Vendor	Amount	Description
3/21/2024	Amazon Capital Services	\$318.00	1000 Books before Kindergarten-Smith Found. Grant
		\$318.00	

Vendor Total: \$807.95 (Includes \$489.95 from Library Capital)

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

167.5901.6608 Trust Fund-Library Funds

Date	Vendor	Amount	Description
3/19/2024	Demco Inc	\$334.71	1000 Books before Kindergarten-Smith Found. Grant

Vendor Total: \$334.71

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

167.5901.6608 Trust Fund-Library Funds

Date	Vendor	Amount	Description
3/20/2024	1000 Books Foundation	\$533.00	1000 Books before Kindergarten-Smith Found. Grant

Vendor Total: \$533.00

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

167.5901.6608 Trust Fund-Library Funds

Date	Vendor	Amount	Description
2/29/2024	School Life	\$153.25	1000 Books before Kindergarten-Smith Found. Grant

Vendor Total: \$153.25

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

167.5901.6608 Trust Fund-Library Funds

Date	Vendor	Amount	Description
1/17/2024	Lakeshore Learning	\$258.00	ECNCI Grant 23-24 0-5 Enhancement

Vendor Total: \$258.00

Trust Funds Total: \$3,402.94

Grand Total: \$6,015.45

Emmetsburg Public Library

Petty Cash Fund Expenditures

3/2/2024-3/31/2024

001.4010.6507 Operating Supplies

Date	Employee	Purchasing Amount	Description
3/18/2024	Nathan R. E. Clark	\$5.56	Distilled Water
3/28/2024	Anna Veltri	\$7.58	Distilled Water

Line Item Total: \$13.14

001.4010.6599 Other Supplies

Date	Employee	Purchasing Amount	Description
3/6/2024	Kari Gramowski	\$20.00	Theatre Popcorn
3/6/2024	Anna Veltri	\$41.20	Smoothie Program Supplies
3/8/2024	Nathan R. E. Clark	\$15.11	Program Refreshments
3/20/2024	Kari Gramowski	\$2.68	Program Refreshments
3/13/2024	Kari Gramowski	\$3.00	Storytime Kit

Line Item Total: \$81.99

Petty Cash Total: \$95.13