

Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

Emmetsburg Public Library

5:00 p.m., Tuesday, February 15, 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 5:06 p.m. on Tuesday, February 15, 2022, 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 Schany, and Joe Veltri. Trustee Jan Stillman joined by telephone. Trustees JaDee Gloede, Marilyn Carlstrom, and Jacob Neff 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 Brown moved to approve the agenda, which was seconded by Trustee Merrill. The motion carried, 6-0.

Minutes Approval: The minutes of the January meeting were prepared by Library Director Clark in advance of the meeting. Trustee Veltri made a motion to approve the minutes of the January 2022 meeting. The motion was seconded by Trustee Schany and carried, 6-0.

Bill Approval: The expenses for the month of January 2022 were read by Library Director Clark. Trustee Schany moved to approve the expenses of January 2022, which was seconded by Trustee Merrill and carried, 6-0.

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

Correspondence: A letter from Maureen Shanaberger, Vice President and Trust Officer, Iowa State Bank, Urbandale, Trust and Wealth Management, was read regarding the library as a residual beneficiary of the Marvin E. Simonsen Irrevocable Trust. A check for \$4,227.29 was included and stated as the final distribution.

A letter of agreement between the library and the State Library of Iowa concerning participation in the Bridges OverDrive eAudiobook/eBook Consortium for FY2023 was presented. The library will be billed \$1,078.26 for that period of usage, which is a \$300 plus \$0.21 per capita amount based on the 2020 census.

Library Director Clark presented a draft letter to Iowa Lakes Community College, which was requested by the trustees at the last meeting. The letter was signed by President Carpenter, and will be sent.

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 trustees about his meeting with the City Council the previous day concerning the library's budget request. Clark said that he gave a very brief presentation and that the council had no question.

Clark reminded the trustees of the upcoming Abraham Lincoln impersonator performing at the library on Thursday at 6:00 p.m. Several trustees volunteered to hang additional fliers around town.

Clark also told about another presidential one-man show. The library will be hosting Pete Grady performing a Ulysses S. Grant show on Tuesday, April 12th at 6:30 p.m. Grady was booked through the Humanities Iowa Speaker's Bureau. For only a \$50.00 donation, Humanities Iowa will pay for Grady's appearance and travel expenses.

Clark reminded the trustees about the upcoming countywide trustee training to be held at West Bend Public Library on Thursday, March 10, 2022, with a meal at 6:00 p.m. and training at 6:30 p.m. Lisa from the West Bend library has asked individuals to RSVP to wbplib@ncn.net.

Clark told the library received a grant in the amount of \$524.70 from the Early Childhood North Central Iowa Board to serve children ages 0-5. The grant project involves creating backpacks full of varied activities appropriate for the age groups' capabilities and learning objectives to check out from the library. He said special thanks are due to Anna for putting in extra work to build the lists of items and activities for the kits. He said the items have nearly all arrived, and the library staff will begin preparing them for checkout once all is received.

Clark passed along to the trustees the bad news that the PACGDC grant was denied. The application did not include a bid for a digital projector, and reviewers did not accept the explanatory text in the application.

Clark told the trustees that the library had previously been shipped a double shipment of 4 cases of DVD cases. He said that after he finally inquired when the call tag would be issued to ship them back to the seller, they said that they did not want to pay freight to ship them back, and that the library could keep the extras. He said this many cases cost the library \$689.71.

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.

Clark finished with an update on a long outstanding grant project. He said that the ARPA grant awarded through the State Library had an amendment filed to it to grant extra time to complete the project. Clark stated that the mobile app had taken more time than was thought necessary to complete, but that it now appears nearly ready. As of the afternoon of the meeting, a build was available on the iPhone (Apple) store but not yet on the Google Play (Android) store.

Unfinished Business:

The policy up for review, the City of Emmetsburg Personnel Policy was given its second reading. No changes were made at the last meeting. No changes were suggested. Trustee Veltri made a motion to approve the second reading of the City of Emmetsburg Personnel Policy. The motion was seconded by Trustee Brown, and carried, 6-0.

The policy up for review, the Collection Development: Website Content Policy, was given its second reading. No changes were suggested at the last meeting and no new changes were suggested. Trustee Merrill made a motion to approve the second reading of the Collection Development: Website Content Policy, which was seconded by Trustee Veltri. The motion carried, 6-0.

New Business:

Library Director Clark presented some pricing that he had gathered at the trustees request from the last meeting where there was a discussion of uses for funds from the Simonsen Estate. Clark had said at the previous meeting that, among other things, he would like to see more comfortable seating in the library and was asked to provide pricing for what he had in mind. Clark said that what he had found so far did not check all the boxes of his wish list, but that the model shown on the handouts was close. They were attractive wood chairs with padded backrests and seats. They were stackable, but did not have casters. Discussion on the chairs was tabled until next meeting.

The policy up for review, the Conduct in the Library Policy, was given its first reading. The policy outlines acceptable and unacceptable behaviors in the library. To reflect the current enforcement of rules in the library among the two library staffs, Library Director Clark suggested changing the wording of number 17 to read: "Consuming food and drink is not permitted in the college computer lab." No other changes were suggested. Trustee Merrill made a motion to accept the first reading of the Conduct in the Library Policy with changes. Trustee Schany seconded the motion, which carried, 6-0.

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

Adjourn: President Carpenter adjourned the meeting at 6:04 p.m. The next meeting of the Board of Trustees is scheduled for Tuesday, March 15, 2022 at the Emmetsburg Public Library.

Respectfully submitted,

Nathan R. E. Clark

Nathan R. E. Clark, secretary pro tem

3-15-2022

Date

Anthony Merrill, Vice President

President, Board of Trustees

3-15-2022

Date

Emmetsburg Public Library

Expenditures for February 2022

001.4010.6240 Meetings & Conferences

Date	Vendor	Amount	Description
3/2/2022	State Library of Iowa	\$150.00	Pop YS Con Registration-2 days Anna
3/2/2022	State Library of Iowa	\$150.00	Pop YS Con Registration-2 days Kari

Vendor Total: \$300.00

Line Item Total: \$300.00

001.4010.6373 Telecommunications Expense

Date	Vendor	Amount	Description
2/22/2022	Windstream Iowa Communications	\$137.71	2 Telephone lines + long distance service

Vendor Total: \$137.71

Line Item Total: \$137.71

001.4010.6414 Printing, Binding & Microfilm

Date	Vendor	Amount	Description
2/3/2022	HF Group, LLC	\$510.00	Newspaper Binding

Vendor Total: \$510.00

Line Item Total: \$510.00

001.4010.6419 Technology Services Expense

Date	Vendor	Amount	Description
2/1/2022	OCLC, Inc.	\$184.23	Monthly Cataloging Subscription
3/1/2022	OCLC, Inc.	\$184.23	Monthly Cataloging Subscription
		\$368.46	

Vendor Total: Split Vendor Total with Trust Funds

Line Item Total: \$368.46

001.4010.6502 Library Materials

Date	Vendor	Amount	Description
2/4/2022	Popular Science	\$12.00	One-year subscription

Vendor Total: \$12.00

001.4010.6502 Library Materials

Date	Vendor	Amount	Description
1/24/2022	Harper's Bazaar	\$12.00	One-year subscription

Vendor Total:	\$12.00
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001.4010.6502 Library Materials

Date	Vendor	Amount	Description
3/2/2022	Reader's Digest Large Print	\$30.00	One-year subscription

Vendor Total:	\$30.00
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001.4010.6502 Library Materials

Date	Vendor	Amount	Description
3/2/2022	The Nation	\$20.00	One-year subscription

Vendor Total:	\$20.00
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Line Item Total:	\$74.00
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001.4010.6506 Office Supplies

Date	Vendor	Amount	Description
2/2/2022	Loffler	\$28.07	Toner Contract

Vendor Total:	\$28.07
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001.4010.6506 Office Supplies

Date	Vendor	Amount	Description
2/1/2022	Spencer Office Supplies	\$30.20	Transparent tape

Vendor Total:	\$30.20
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Line Item Total:	\$58.27
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
2/8/2022	Baker & Taylor	\$159.27	Books-Adult
2/16/2022	Baker & Taylor	\$177.11	Books-Children's
2/21/2022	Baker & Taylor	\$146.23	Books-Adult
10/19/2020	Baker & Taylor	-\$2.31	Credit Memo

Vendor Total:	\$480.30
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
2/8/2022	Gale/CENGAGE Learning	\$39.73	Books-Large Type
2/9/2022	Gale/CENGAGE Learning	\$23.25	Books-Large Type
2/10/2022	Gale/CENGAGE Learning	\$37.78	Books-Large Type
2/10/2022	Gale/CENGAGE Learning	\$22.40	Books-Large Type
2/18/2022	Gale/CENGAGE Learning	\$147.49	Books-Large Type
2/23/2022	Gale/CENGAGE Learning	\$42.73	Books-Large Type
2/23/2022	Gale/CENGAGE Learning	\$49.38	Books-Large Type
2/24/2022	Gale/CENGAGE Learning	\$30.39	Books-Large Type

Vendor Total:	\$393.15
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
2/1/2022	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
3/1/2022	Junior Library Guild	\$117.15	Books-Young Adult/Children's

Vendor Total:	\$117.15
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
1/31/2022	Lakeview Books	\$48.98	Books-Children's

Vendor Total:	\$48.98
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
12/28/2021	MidAmerica Books	\$131.67	Books-Children's

Vendor Total:	\$131.67
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
2/2/2019	Blackstone Publishing	\$167.92	Books-Children's
2/3/2022	Blackstone Publishing	\$67.99	Books-Children's
2/22/2022	Blackstone Publishing	\$127.98	

Vendor Total:	\$363.89
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
2/3/2022	MicroMarketing LLC	\$38.71	Sound recordings-Children's
2/15/2022	MicroMarketing LLC	\$30.00	Sound recordings-Children's
2/17/2022	MicroMarketing LLC	\$15.00	Books-Children's
2/24/2022	MicroMarketing LLC	\$20.57	Books-Children's

Vendor Total:	\$104.28
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
1/8/2022	Amazon	\$147.78	Books-Adult
1/14/2022	Amazon	\$368.02	Books-Adult
1/14/2022	Amazon	\$8.69	Books-Adult
1/17/2022	Amazon	\$13.49	Books-Adult
1/25/2022	Amazon	\$20.97	Videorecordings
1/25/2022	Amazon	\$26.97	Videorecordings
1/25/2022	Amazon	\$13.96	Videorecordings
1/25/2022	Amazon	\$17.28	Videorecordings
1/26/2022	Amazon	\$7.95	Videorecordings
1/31/2022	Amazon	\$80.94	Videorecordings
2/2/2022	Amazon	\$89.15	Videorecordings
2/7/2022	Amazon	\$540.21	Videorecordings
2/9/2022	Amazon	-\$14.99	Refund Credit
2/9/2022	Amazon	\$21.99	Videorecordings

\$1,342.41

Vendor Total: Split Vendor Total with Trust Funds
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Line Item Total:	\$3,261.67
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Expenses Total:	\$4,710.11
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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
2/28/2022	OCLC, Inc.	\$1,648.00	CapiraReady-Mobile App Devel. + Maint
		\$1,648.00	

Vendor Total:	\$2,016.46	<i>(includes \$368.46 from Tech. Serv. Expense)</i>
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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
2/4/2022	Amazon	\$23.99	Early Childhood Grant Materials
2/5/2022	Amazon	\$542.23	Early Childhood Grant Materials
		\$566.22	

Vendor Total:	\$1,886.64	<i>(Includes \$1,320.42 from Library Capital)</i>
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Trust Funds Total:	\$2,214.22
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Grand Total:	\$6,924.33
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Emmetsburg Public Library Petty Cash Fund Expenditures for 2/2/2022-3/2/2022

001.4010.6508 Postage & Shipping

Date	Employee	Purchasing Amount	Description
2/7/2022	Nathan R. E. Clark	\$3.63	Postage
2/9/2022	Nathan R. E. Clark	\$9.69	Postage
2/14/2022	Nathan R. E. Clark	\$11.60	Postage
2/16/2022	Nathan R. E. Clark	\$7.26	Postage
2/24/2022	Nathan R. E. Clark	\$9.69	Postage

Line Item Total: \$41.87

001.4010.6599 Other Supplies

Date	Employee	Purchasing Amount	Description
2/2/2022	Nathan R. E. Clark	\$10.93	Food Items
2/16/2022	Kari Gramowski	\$28.74	Food Items
2/17/2022	Anna Veltri	\$22.44	Food Items
3/2/2022	Kari Gramowski	\$19.71	Food Items

Line Item Total: \$81.82

Petty Cash Total: \$123.69