

Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

Emmetsburg Public Library

5:00 p.m., Tuesday, March 15, 2022

Conference Room 14

Call to Order: The Emmetsburg Public Library Board of Trustees monthly meeting was called to order by Vice President Kathy Merrill at 5:02 p.m. on Tuesday, March 15, 2022, in the Conference Room 14 of the Emmetsburg Public. Trustees present were Merrill, Sue Brown, Marilyn Carlstrom, and Joe Veltri. Trustee Jan Stillman joined by telephone. Trustees JaDee Gloede, Joe Schany, President Dave Carpenter 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 Veltri. The motion carried, 5-0.

Minutes Approval: The minutes of the February meeting were prepared and distributed by Library Director Clark in advance of the meeting. Trustee Veltri made a motion to approve the minutes of the February 2022 meeting. The motion was seconded by Trustee Stillman and carried, 5-0.

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

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

Correspondence: No reply was received from ILCC concerning the roof leak repairs. No other correspondence was presented or discussed.

Board Committees: *Finance & Budget Committee:* The committee did not meet since the last Board meeting and has no report.

Recruitment & Orientation: Names were solicited for suggestions to the mayor to replace outgoing trustee Dave Carpenter.

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 that the library staff were in the middle of a busy week of programming at the library. Clark said that he had put on a retro video game program in Room 18 earlier in the day, and that he had done a Pokémon Trading Card game program on Friday. He said that Anna had done a Make Your Own Shamrock Bookmark program on Monday and a Make Your Own Friendship Bracelets last Thursday. The programs for the rest of the week are in order: St. Pat's Scavenger Hunt, Candy Making, and Rainbow in a Jar.

Clark spoke about three grant projects in various stages:

ARPA Grant: all invoices now received, will be submitting for payment with March bills and reporting for reimbursement. This grant was for a total of \$5,000 for development of a mobile app, a

curbside delivery module, and the remainder of the funds to be spent on e-materials like ebooks and eaudiobooks.

Early Childhood Grant: All materials received and invoices paid. Kits have been assembled and will be cataloged. A report for reimbursement is due by June. This grant was for \$527.00 for making activity kits for children aged 0-5.

Decategorization/CPPC Grant: This grant has been submitted and will be reviewed later this month. This grant request is for \$2,000 for programs to be held at the library for child and sexual abuse prevention.

Clark reminded the trustees that the Ulysses S. Grant impersonator program would be held at the library on Tuesday, April 12, 2022

Unfinished Business:

The policy up for review Conduct in the Library Policy was given its second reading. Changes were made at the last meeting to clarify where in the library food and beverage were allowed. No further 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 Stillman, and carried, 5-0.

With no further information on the topic of library furnishings, the topic was tabled until next meeting.

New Business:

Library Director Clark, Trustee Veltri, and Trustee Brown presented some of the best practices that they learned about at the recent Countywide Trustee training meeting held at West Bend Public Library on March 10, 2022. Part of this involved further trustee education, which can be piecemeal 15 minutes or so at a time at trustee meetings. It is best to have this both on the agenda and in the minutes to provide an auditable paper trail for purposes of accreditation.

Also covered was the information that the library should not use an Amazon Smile site to purchase items unless the library itself is the beneficiary of the program. Other information indicated that the board's proceedings should be published immediately even before the minutes were approved and that board packets should be archived.

The policy up for review, the Inclement Weather Closings Policy, was given its first reading. The policy outlines instances when the library will close due to inclement weather. Trustee Veltri questioned why the last paragraph was in the policy, which reads: "Patrons are encouraged not to jeopardize their personal safety in coming to the library during inclement weather." Library Director Clark admitted that it may have been more wishing than policy. Trustee Veltri moved to amend the Inclement Weather Closings Policy to strike the last paragraph and approve the first reading. Trustee Brown seconded the motion with amendments, which carried, 5-0.

The policy up for review, the Library Assistant Job Description, was given its first reading. The policy outlines the expectations for persons with the job title, Library Assistant, which the library currently has two. Clark noted that the job description had been amended twice since January 2017, and he did not have further changes he felt were needed. Trustee Brown moved to approve the first reading of the Library Assistant Job Description. The motion was seconded by Trustee Veltri and carried, 5-0.

Agenda Items for Next Meeting: Library Director Clark said that he would be sure to include a trustee education module in the next meeting.

Adjourn: Upon being asked for a motion to adjourn by Vice President Merrill, Trustee Veltri moved to adjourn, which was seconded by Trustee Carlstrom, and carried, 5-0. The meeting was adjourned at 6:32 p.m. The next meeting of the Board of Trustees is scheduled for Tuesday, April 19, 2022 at the Emmetsburg Public Library.

Respectfully submitted,

Nathan R. E. Clark

Nathan R. E. Clark, secretary pro tem

4/19/22

Date

Kathryn Merrill

Vice President, Board of Trustees

April 19, 2022

Date

Emmetsburg Public Library

Expenditures for March 2022

001.4010.6373 Telecommunications Expense

Date	Vendor	Amount	Description
3/22/2022	Windstream Iowa Communications	\$137.59	2 Telephone lines + long distance service

Vendor Total: \$137.59

Line Item Total: \$137.59

001.4010.6419 Technology Services Expense

Date	Vendor	Amount	Description
4/1/2022	OCLC, Inc.	\$184.23	Monthly Cataloging Subscription
		\$184.23	

Vendor Total: Split Vendor Total with Trust Funds-Library

001.4010.6419 Technology Services Expense

Date	Vendor	Amount	Description
3/27/2022	Cengage Learning Inc/Gale	\$300.00	GVRL-Yearly Platform Fee
		\$300.00	

Vendor Total: Split Vendor Total with Trust Funds-Library

Line Item Total: \$484.23

001.4010.6502 Library Materials

Date	Vendor	Amount	Description
2/14/2022	Food & Wine	\$16.00	One-year subscription

Vendor Total: \$16.00

001.4010.6502 Library Materials

Date	Vendor	Amount	Description
4/4/2022	Condé Nast Traveler	\$10.00	One-year subscription

Vendor Total: \$10.00

001.4010.6502 Library Materials

Date	Vendor	Amount	Description
3/3/2022	Country Living	\$8.56	One-year subscription

Vendor Total: \$8.56

001.4010.6502 Library Materials

Date	Vendor	Amount	Description
4/4/2022	The New York Review of Books	\$10.00	Ten-issue subscription

Vendor Total: \$10.00

001.4010.6502 Library Materials			
Date	Vendor	Amount	Description
4/4/2022	Scientific American	\$24.99	One-year subscription
Vendor Total:		\$24.99	

001.4010.6502 Library Materials			
Date	Vendor	Amount	Description
4/4/2022	National Wildlife Federation	\$30.00	Two One-year subscriptions
Vendor Total:		\$30.00	

001.4010.6502 Library Materials			
Date	Vendor	Amount	Description
3/3/2022	Harper's BAZAAR	\$12.00	One-year subscription
Vendor Total:		\$12.00	

001.4010.6502 Library Materials			
Date	Vendor	Amount	Description
4/5/2022	Time	\$15.00	One-year subscription
Vendor Total:		\$15.00	

001.4010.6502 Library Materials			
Date	Vendor	Amount	Description
4/5/2022	Graettinger Times	\$31.00	One-year subscription
Vendor Total:		\$31.00	
Line Item Total:		\$148.99	

001.4010.6506 Office Supplies			
Date	Vendor	Amount	Description
3/2/2022	Loffler	\$56.05	Toner Contract
Vendor Total:		\$56.05	

001.4010.6506 Office Supplies			
Date	Vendor	Amount	Description
2/14/2022	Amazon	\$20.53	Case of Markers
Vendor Total:		\$20.53	
<i>Vendor Total: Split Vendor Total with Other Supplies, Library Capital & Trust Funds-Library</i>			
Line Item Total:		\$76.58	

001.4010.6599 Other Supplies			
Date	Vendor	Amount	Description
3/3/2022	Amazon	\$28.99	Candy-Making Supplies-Candy Melts
3/7/2022	Amazon	\$14.97	Candy-Making Supplies-Candy Molds
3/7/2022	Amazon	\$79.43	Candy-Making Supplies/ Videorecordings
3/9/2022	Amazon	\$23.98	Candy-Making Supplies
		\$147.37	

Vendor Total: *Split Vendor Total with Office Supplies, Library Capital & Trust Funds-Library*

Line Item Total: \$147.37

001.4010.6770 Library Capital			
Date	Vendor	Amount	Description
3/7/2022	Baker & Taylor	\$168.84	Books-Adult
3/16/2022	Baker & Taylor	\$130.50	Books-Adult
3/29/2022	Baker & Taylor	\$246.17	Books-Adult

Vendor Total: \$545.51

001.4010.6770 Library Capital			
Date	Vendor	Amount	Description
3/7/2022	Cengage Learning Inc/Gale	\$96.81	Books-Large Type
3/10/2022	Cengage Learning Inc/Gale	\$71.23	Books-Large Type
3/15/2022	Cengage Learning Inc/Gale	\$74.07	Books-Large Type
3/17/2022	Cengage Learning Inc/Gale	\$39.73	Books-Large Type
3/25/2022	Cengage Learning Inc/Gale	\$98.76	Books-Large Type
		\$380.60	

Vendor Total: \$680.60 *(Includes total from Technology Serv. Exp.)*

001.4010.6770 Library Capital			
Date	Vendor	Amount	Description
3/1/2022	Center Point Large Print	\$279.84	Books-Large Type

Vendor Total: \$279.84

001.4010.6770 Library Capital			
Date	Vendor	Amount	Description
2/10/2022	MidAmerica Books	\$81.80	Books-Children's

Vendor Total: \$81.80

001.4010.6770 Library Capital			
Date	Vendor	Amount	Description
3/8/2022	East West Books	\$135.94	Books-Children's

Vendor Total: \$135.94

001.4010.6770 Library Capital			
Date	Vendor	Amount	Description
3/2/2022	Junior Library Guild	\$8.00	Books-Children's
4/1/2022	Junior Library Guild	\$117.15	Books-Children's/Young Adult

Vendor Total: \$125.15

001.4010.6770 Library Capital			
Date	Vendor	Amount	Description
3/7/2022	Blackstone Publishing	\$63.18	Sound recordings-Adult
3/25/2022	Blackstone Publishing	\$159.99	Sound recordings-Adult
Vendor Total:		\$223.17	

001.4010.6770 Library Capital			
Date	Vendor	Amount	Description
3/15/2022	MicroMarketing LLC	\$13.76	Book-Children's
3/15/2022	MicroMarketing LLC	\$14.57	Book-Children's
3/31/2022	MicroMarketing LLC	\$27.42	Book-Children's
Vendor Total:		\$55.75	

001.4010.6770 Library Capital			
Date	Vendor	Amount	Description
2/9/2022	Amazon	\$27.08	Books-Adult
2/16/2022	Amazon	\$33.13	Books-Children's
2/19/2022	Amazon	\$17.99	Books-Adult
3/9/2022	Amazon	\$9.99	Books-Adult
Vendor Total:		\$88.19	

Vendor Total: *Split Vendor Total with Office Supplies, Other Supplies & Trust Funds-Library*

Line Item Total: \$1,915.95

Expenses Total: \$2,910.71

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

167.5901.6608 Trust Fund-Library Funds			
Date	Vendor	Amount	Description
3/11/2022	ISU Extension and Outreach Palo Alto County	\$100.00	Home Alone and Okay workshop fee
Vendor Total:		\$100.00	

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

167.5901.6608 Trust Fund-Library Funds			
Date	Vendor	Amount	Description
3/10/2022	OverDrive	\$2,896.19	ARPA Grant Expense-Ebooks/Eaudiobooks
Vendor Total:		\$2,896.19	

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

167.5901.6608 Trust Fund-Library Funds			
Date	Vendor	Amount	Description
3/9/2022	OCLC	\$495.00	ARPA Grant ExpenseCurbside Service Module
		\$495.00	
Vendor Total:		\$679.23	<i>(Includes \$184.23 from Technology Services Expense)</i>

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

167.5901.6608 Trust Fund-Library Funds			
Date	Vendor	Amount	Description
2/12/2022	Amazon	\$12.99	Early Childhood Grant Materials-Flannel Bd. Sets
2/24/2022	Amazon	\$78.45	Early Childhood Grant Materials-Backpacks
		\$91.44	
Vendor Total:		\$347.53	<i>(Includes \$20.53 from Office Supplies, \$147.37 from Other Supplies, & \$88.19 from Library Capital)</i>

Trust Funds Total: \$3,582.63

Grand Total: \$6,493.34

Emmetsburg Public Library

Petty Cash Fund Expenditures

3/1/2021-3/31/2021

001.4010.6508 Postage & Shipping

Date	Employee	Purchasing Amount	Description
3/9/2022	Nathan R. E. Clark	\$3.03	Postage
3/10/2022	Nathan R. E. Clark	\$9.69	Postage

Line Item Total: \$12.72

001.4010.6599 Other Supplies

Date	Employee	Purchasing Amount	Description
3/4/2022	Anna Veltri	\$18.32	Ziploc Bags
3/10/2022	Nathan R. E. Clark	\$4.19	Baking Soda + Food Items
3/15/2022	Anna Veltri	\$7.25	Food Items
3/16/2022	Anna Veltri	\$52.68	Crafting Supplies, Prizes + Food Items
3/17/2022	Nathan R. E. Clark	\$55.08	Candy-Making Supplies, Cups, Bags
3/18/2022	Anna Veltri	\$32.81	Glass Jars, Food Items

Line Item Total: \$170.33

Petty Cash Total: \$183.05