

Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

Emmetsburg Public Library

5:00 p.m., Tuesday, April 19, 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 5:00 p.m. on Tuesday, April 19, 2022, in the Conference Room 14 of the Emmetsburg Public Library. Trustees present were Merrill, Sue Brown, Joe Schany, Marilyn Carlstrom, JaDee Gloede, Jacob Neff, and Joe Veltri. Trustees Jan Stillman JaDee Gloede and President Dave Carpenter 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 Gloede. 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 Gloede made a motion to approve the minutes of the March 2022 meeting. The motion was seconded by Trustee Schany and carried, 6-0.

Trustee Veltri arrived at 5:04 p.m.

Bill Approval: The expenses for the month of March 2022 were read by Library Director Clark. Trustee Carlstrom moved to approve the expenses of March 2022, which was seconded by Trustee Schany and carried, 7-0.

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

Correspondence: No correspondence was received in the past month. Regarding the letter sent to the college dean concerning the leak repairs two months ago, no reply has been received. Library director Clark asked the trustees if they would like to pursue it further. Several trustees expressed that they felt our letter deserved a reply, and that they would like it sent to someone farther up the chain of command. Trustee Brown made a motion to send a letter to the college president and to copy the letter to the Facilities Director and the board president. The motion was seconded by Trustee Gloede and carried, 7-0.

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

Recruitment & Orientation: The committee reported that the board's suggestion for Dave Carpenter's replacement had been submitted to Mayor Degen, but that the appointment had not yet been made.

Standards & Accreditation: The committee did not meet since the last Board meeting and has no report.

Library Director's Report: Library Director Clark said that the week of programming that was offered during the local schools and college's spring break went well overall with the book sale earning \$490.00.

Clark said that National Library Week was April 4th-9th, and we offered coffee and cookies in the library each day.

Clark said that Peter Grady as U. S. Grant on April 12th was an excellent performance, but attendance was limited to 20 because of the weather, which included a tornado watch and severe thunderstorm warnings.

In addition to our regular children's programming, which goes through May 4th, Clark said we also have upcoming a parent-child Pokémon TCG program on April 30th and a Star Wars party on May 4th for tweens.

Clark told the trustees that on May 10th at 6:30 we are having a one-woman musical show portraying Princess Diana. Trustee Brown suggested advertising the event on the chamber's sign downtown. Clark said he would investigate it.

Clark mentioned that he had booked a band called Hungrytown to do a show at the library June 2, 2022 at 6:30 p.m. to kick off the adult summer reading program.

Lastly, Clark mentioned that the library has been hosting On-the-Job Training students from the SAVE Program at Iowa Lakes Community College. The library has had four students who do three week stints coming in for 2 hours Monday through Thursday. They have been a big help in inventorying the collection.

Unfinished Business:

The policy up for review, the Inclement Weather Closings Policy was given its second reading. A superfluous paragraph was removed from the policy at the previous meeting. No further changes were suggested. Trustee Gloede made a motion to approve the second reading of the Inclement Weather Closings Policy. The motion was seconded by Trustee Brown, and carried, 7-0.

The policy up for review, the Part-Time Library Assistant Job Description, was given its second reading. No changes were suggested at the last meeting and no new changes were suggested. Trustee Schany made a motion to approve the second reading of the Part-Time Library Assistant Job Description, which was seconded by Trustee Carlstrom. The motion carried, 7-0.

No action was taken regarding pricing for tables and chairs.

New Business:

The policy up for review, the Library Director Job Description, was given its first reading. Library Director Clark suggested changing language under Specific Vocational Preparation to reflect changed names of programs offered by the State Library of Iowa. 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.

Trustee Brown left at 5:44 p.m.

The trustees watched the first 15 minutes of the training video from the *Foundations of Public Libraries* series: "The Library Team & Support Organization" with Bonnie McKewon.

Adjourn: Vice President Merrill asked for a motion to adjourn. Trustee Veltri moved to adjourn the meeting, which was seconded by Trustee Gloede. The next meeting of the Board of Trustees is scheduled for Tuesday, May 17, 2022 at the Emmetsburg Public Library.

Respectfully submitted,

Nathan R. E. Clark

Nathan R. E. Clark, secretary pro tem

5/17/2022

Date

Kathryn Merrill

President, Board of Trustees

5/17/2022

Date

Emmetsburg Public Library

Expenditures for April 2022

001.4010.6373 Telecommunications Expense

Date	Vendor	Amount	Description
4/21/2022	Windstream Iowa Communications	\$135.88	2 Telephone lines + long distance service

Vendor Total:	\$135.88
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Line Item Total:	\$135.88
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001.4010.6419 Technology Services Expense

Date	Vendor	Amount	Description
5/1/2022	OCLC, Inc.	\$184.23	Cataloging & ILL Subscription

Vendor Total:	\$184.23
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Line Item Total:	\$184.23
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001.4010.6502 Library Materials

Date	Vendor	Amount	Description
5/2/2022	West Bend Journal	\$34.00	One-year subscription

Vendor Total:	\$34.00
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Line Item Total:	\$34.00
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001.4010.6504 Minor Equipment

Date	Vendor	Amount	Description
4/9/2022	Amazon	\$54.99	Lavalier wireless microphone
		\$54.99	

Vendor Total:	<i>Split Vendor Total with Library Capital</i>
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Line Item Total:	\$54.99
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001.4010.6506 Office Supplies

Date	Vendor	Amount	Description
4/1/2022	Loffler	\$44.87	Monthly Toner Contract

Vendor Total:	\$44.87
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Line Item Total:	\$44.87
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
3/23/2022	Baker & Taylor	\$12.13	Books-Children's
3/28/2022	Baker & Taylor	\$53.86	Books-Young Adult/Adult
4/6/2022	Baker & Taylor	\$227.07	Books-Young Adult/Adult
4/19/2022	Baker & Taylor	\$105.16	Books-Adult/Young Adult
4/19/2022	Baker & Taylor	\$48.39	Books-Adult

Vendor Total:	\$446.61
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
4/12/2022	Gale/CENGAGE Learning	\$23.25	Books-Large Type
4/17/2022	Gale/CENGAGE Learning	\$147.49	Books-Large Type
4/21/2022	Gale/CENGAGE Learning	\$19.49	Books-Large Type

Vendor Total:	\$190.23
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
4/1/2022	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
5/1/2022	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
4/4/2022	Perfection Learning	\$717.44	Books-Young Adult & Children's

Vendor Total:	\$717.44
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
4/18/2022	Blackstone Publishing	\$23.99	Sound Recordings-Adult

Vendor Total:	\$23.99
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
4/12/2022	Findaway World LLC	\$59.19	Playaways-Children's

Vendor Total:	\$59.19
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
4/7/2022	MicroMarketing LLC	\$20.24	Books-Children's
4/19/2022	MicroMarketing LLC	\$15.38	Books-Children's
4/27/2022	MicroMarketing LLC	\$45.99	Sound Recordings-Children

Vendor Total:	\$81.61
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
3/12/2022	Amazon	\$31.86	Videorecordings
3/16/2022	Amazon	\$34.37	Videorecordings
3/31/2022	Amazon	\$27.99	Cake Pan
3/31/2022	Amazon	\$275.68	Console Video games
4/1/2022	Amazon	\$351.50	Videorecordings
4/1/2022	Amazon	\$6.99	Cake Pan
4/1/2022	Amazon	\$29.48	Videorecordings/Cake Pan
4/2/2022	Amazon	\$200.76	Board Games
4/2/2022	Amazon	\$7.99	Videorecordings
4/9/2022	Amazon	\$28.20	Books-Adult
4/9/2022	Amazon	\$147.93	Console Video games
		\$1,142.75	

Vendor Total:	\$1,197.74	<i>(Includes \$54.99 from Minor Equipment)</i>
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Line Item Total:	\$3,058.81
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Expenses Total:	\$3,512.78
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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
5/2/2022	Rebecca Hall	\$600.00	Performance Fee-Leave for Librarian

Vendor Total:	\$600.00
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Trust Funds Total:	\$600.00
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Grand Total:	\$4,112.78
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Emmetsburg Public Library Petty Cash Fund Expenditures for 4/1/2022-4/30/2022

001.4010.6508 Postage & Shipping

Date	Employee	Purchasing Amount	Description
4/14/2022	Nathan R. E. Clark	\$23.20	Postage
4/22/2022	Nathan R. E. Clark	\$3.03	Postage
4/27/2022	Anna Veltri	\$4.83	Postage

Line Item Total: \$31.06

001.4010.6770 Library Capital

Date	Employee	Purchasing Amount	Description
4/4/2022	Kari Gramowski	\$19.25	Books-Children's

Line Item Total: \$19.25

001.4010.6599 Other Supplies

Date	Employee	Purchasing Amount	Description
4/6/2022	Kari Gramowski	\$18.87	Food Items
4/19/2022	Kari Gramowski	\$6.00	Food Items
4/20/2022	Kari Gramowski	\$8.86	Food Items
4/30/2022	Nathan R. E. Clark	\$11.97	Food Items

Line Item Total: \$45.70

Petty Cash Total: \$96.01