

Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

Emmetsburg Public Library

5:00 p.m., Tuesday, May 17, 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 5:08 p.m. on Tuesday, May 17, 2022, in the Conference Room 14 of the Emmetsburg Public Library. Trustees present were Merrill, Joel Hoyman, Joe Schany, Marilyn Carlstrom, and Joe Veltri. Trustees Jan Stillman JaDee Gloede, Jacob Neff, and Sue Brown were absent. Library Director Nathan Clark was also present.

Oath of Office: The Oath of Office was administered to Joel Hoyman. Trustee Hoyman replaces Dave Carpenter on the board.

Agenda Approval: The agenda prepared by Library Director Clark was posted and distributed in advance of the meeting. Trustee Veltri moved to approve the agenda, which was seconded by Trustee Schany. The motion carried, 5-0.

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

Bill Approval: The expenses for the month of April 2022 were read by Library Director Clark. Trustee Veltri moved to approve the expenses of April 2022, which was seconded by Trustee Carlstrom and carried, 5-0.

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

Correspondence: Library Director Clark presented a letter sent out to all of the school children in all grades countywide about this year's summer reading program. The letter explained that this year the library is offering programming for upper elementary, middle school, high school, and adults in addition to the usual PreK-4th grade group. Furthermore, the library has partnered with CAASA to present special programs throughout the summer about sexual abuse prevention. The library obtained grant funding to host these extra programs.

A question was asked about what the adult program entailed. Clark replied that it would be comparable to the other age group in that there would be programs to attend and a way to earn prizes. Rather than basing the prizes on minutes read, a bingo card is distributed to adults who sign up that includes activities related to reading the outdoors theme of this year's program.

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 reported on the full calendar of programs that the library was offering during June and July. Combined with the library's existing ongoing weekly and monthly programs, the number easily averages one for every day the library is open.

Clark gave special mention to the folk band that had been booked for June 2nd, *Hungrytown*, that will kick off the adult program.

Unfinished Business:

The policy up for review, the Library Director Job Description, was given its second reading. Language in the policy referring to programs that have new names was changed. No further changes were suggested. Trustee Veltri made a motion to approve the second reading of the Library Director Job Description. The motion was seconded by Trustee Schany, and carried, 5-0.

No action was taken regarding pricing for tables and chairs.

New Business:

The policy up for review, the Board of Trustees Bylaws, was given its first reading. Upon learning of updated requirements in state standards for trustees' continuing education, it was suggested to include language requiring trustees to meet the state standards. Trustee Veltri made a motion to accept the first reading of the Board of Trustees Bylaws with changes. Trustee Hoyman seconded the motion, which carried, 5-0.

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 Hoyman. The next meeting of the Board of Trustees is scheduled for Tuesday, June 21, 2022 at the Emmetsburg Public Library.

Respectfully submitted,

Nathan R. E. Clark

Nathan R. E. Clark, secretary pro tem

6/21/22

Date

Juanice Sillman

Acting President, Board of Trustees

6/21/22

Date

Emmetsburg Public Library

Expenditures for the month of May 2022

001.4010.6210 Dues & Memberships

Date	Vendor	Amount	Description
5/19/2022	American Library Association	\$175.00	One-year institutional membership

Vendor Total:	\$175.00
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Line Item Total:	\$175.00
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001.4010.6230 Training

Date	Vendor	Amount	Description
5/23/2022	Nathan R. E. Clark	\$150.00	Online Course Program Fee

Vendor Total:	\$150.00
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Line Item Total:	\$150.00
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001.4010.6373 Telecommunications Expense

Date	Vendor	Amount	Description
5/23/2022	Windstream Iowa Communications	\$136.83	2 Telephone lines + long distance service

Vendor Total:	\$136.83
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Line Item Total:	\$136.83
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001.4010.6414 Printing, Binding & Microfilm

Date	Vendor	Amount	Description
5/27/2022	Advantage Archives, LLC	\$931.50	Newspaper microfilming/Digitization

Vendor Total:	\$931.50
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Line Item Total:	\$931.50
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001.4010.6419 Technology Services Expense

Date	Vendor	Amount	Description
6/1/2022	North Iowa Libraries Collaborating	\$1,991.90	Library Automation System Support FY2023
		\$1,991.90	

Vendor Total:	<i>Split Vendor Total with Operating Supplies</i>
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001.4010.6419 Technology Services Expense

Date	Vendor	Amount	Description
6/1/2022	Tumbleweed Press Inc.	\$599.00	TumbleBook Library Deluxe Renewal

Vendor Total:	\$599.00
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001.4010.6419 Technology Services Expense

Date	Vendor	Amount	Description
7/16/2022	OCLC Inc	\$184.26	Monthly Cataloging Subscription

Vendor Total:	\$184.26
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001.4010.6419 Technology Services Expense

Date	Vendor	Amount	Description
6/2/2022	H. W. Wilson	\$188.00	Sear Subject Headings, 23rd ed. + 1yr Online Access

Vendor Total:	\$188.00
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Line Item Total:	\$2,963.16
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001.4010.6502 Library Materials

Date	Vendor	Amount	Description
5/16/2022	USA Today	\$338.81	One-year Newspaper subscription renewal

Vendor Total:	\$338.81
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001.4010.6502 Library Materials

Date	Vendor	Amount	Description
6/2/2022	State Historical Society of Iowa	\$24.95	One-year subscription

Vendor Total:	\$24.95
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001.4010.6502 Library Materials

Date	Vendor	Amount	Description
6/2/2022	Popular Mechanics	\$13.99	2 One-year subscriptions (Also Car + Driver)

Vendor Total:	\$13.99
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001.4010.6502 Library Materials

Date	Vendor	Amount	Description
6/2/2022	Reminisce	\$13.00	Two-year subscription

Vendor Total:	\$13.00
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001.4010.6502 Library Materials

Date	Vendor	Amount	Description
			21 One-year subscriptions (Allure, Birds & Blooms, Consumer Reports, Cosmopolitan, Discover, Elle, Esquire, Fortune, GQ, Highlights for Children, Men's Health, Men's Journal, National Geographic, National Geographic Kids, Rolling Stone, Sports Illustrated Kids, Taste of Home, Town & Country, Travel + Leisure, Vanity Fair, Vogue)
6/2/2022	TCM	\$491.66	
1/31/2022	TCM	-\$8.17	Credit Memo

Vendor Total: \$483.49

Line Item Total: \$874.24

001.4010.6506 Office Supplies

Date	Vendor	Amount	Description
6/1/2022	Loffler	\$43.54	Toner Contract

Vendor Total: \$43.54

Line Item Total: \$43.54

001.4010.6507 Operating Supplies

Date	Vendor	Amount	Description
5/16/2022	orth Iowa Libraries Collaborating	\$125.00	3,000 barcodes
		\$125.00	

Vendor Total: \$2,046.89 *(Includes \$1,991.90 from Tech. Serv. Exp.)*

001.4010.6507 Operating Supplies

Date	Vendor	Amount	Description
6/3/2022	iREAD	\$103.26	SRP Promotions

Vendor Total: \$103.26

Line Item Total: \$228.26

001.4010.6599 Other Supplies

Date	Vendor	Amount	Description
6/2/2022	Iowa Lakes Community College	\$80.00	Nat'l Library Wk Promotion-10 doz Cookies

Vendor Total: \$80.00

Line Item Total: \$80.00

001.4010.6770 Library Capital

Date	Vendor	Amount	Description
4/29/2022	Baker & Taylor	\$98.04	Books-Young Adult/Adult
5/12/2022	Baker & Taylor	\$355.21	Books-Adult

Vendor Total:	\$453.25
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
4/19/2022	Gale/CENGAGE Learning	\$39.73	Books-Large Type
5/11/2022	Gale/CENGAGE Learning	\$39.73	Books-Large Type
5/12/2022	Gale/CENGAGE Learning	\$69.75	Books-Large Type
5/19/2022	Gale/CENGAGE Learning	\$22.49	Books-Large Type

Vendor Total:	\$171.70
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
5/1/2022	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
6/1/2022	Juvenile Library Guild	\$117.15	Books-Children's/Young Adult

Vendor Total:	\$117.15
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
5/24/2022	East West Books	\$51.98	Books-Children's

Vendor Total:	\$51.98
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
5/6/2022	Blackstone Publishing	\$64.00	Sound Recordings-Adult
5/6/2022	Blackstone Publishing	\$135.99	Sound Recordings-Adult
5/24/2022	Blackstone Publishing	\$71.99	Sound Recordings-Adult

Vendor Total:	\$271.98
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
5/10/2022	MicroMarketing LLC	\$37.13	Books-Children's

Vendor Total:	\$37.13
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
4/11/2022	Amazon	\$17.88	Videorecordings
4/13/2022	Amazon	\$81.37	Books-Adult/Videorecordings
4/21/2022	Amazon	\$117.72	Videorecordings
4/24/2022	Amazon	\$25.78	Books-Adult
4/28/2022	Amazon	\$22.40	Books-Adult
5/2/2022	Amazon	\$49.99	Console Video Games

Vendor Total:	\$315.14
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Line Item Total:	\$1,698.17
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Expenses Total:	\$7,280.70
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Emmetsburg Public Library

Petty Cash Fund

for 5/1/22-5/31/2022

001.4010.6508 Postage & Shipping

Date	Employee	Purchasing Amount	Description
5/18/2022	Nathan R. E. Clark	\$15.72	Postage
5/24/2022	Nathan R. E. Clark	\$3.82	Postage

Line Item Total: \$19.54

001.4010.6506 Office Supplies

Date	Employee	Purchasing Amount	Description
5/4/2022	Kari Gramowski	\$16.76	Disposable Cups, Food Items
5/18/2022	Nathan R. E. Clark	\$13.78	Icing
5/18/2022	Nathan R. E. Clark	\$6.00	Table Covers
5/18/2022	Kari Gramowski	\$7.33	Prints
5/18/2022	Kari Gramowski	\$5.79	Bulletin Board Kit
5/24/2022	Nathan R. E. Clark	\$1.70	Balloons
5/25/2022	Nathan R. E. Clark	\$27.71	Food Items, Wax paper
5/26/2022	Anna Veltri	\$8.56	Table Covers
5/26/2022	Nathan R. E. Clark	\$7.50	Treat Sticks and Stands
5/27/2022	Nathan R. E. Clark	\$11.00	Food Items
5/28/2022	Kari Gramowski	\$49.27	SRP Prizes

Line Item Total: \$155.40

Petty Cash Total: \$174.94