

Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

Emmetsburg Public Library

5:00 p.m., Tuesday, July 19, 2022

Conference Room 14

Call to Order: The Emmetsburg Public Library Board of Trustees monthly meeting was called to order by President Kathy Merrill at 5:00 p.m. on Tuesday, July 19, 2022, in the Conference Room 14 of the Emmetsburg Public Library. Trustees present were Merrill, Joel Hoyman, Marilyn Carlstrom, Jan Stillman, and Sue Brown. Trustees Joe Schany, Joe Veltri, JaDee Gloede and Vice President 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 Stillman moved to approve the agenda, which was seconded by Trustee Brown. The motion carried, 5-0.

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

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

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

Correspondence: A draft of a second letter to be sent to the Dean of the Emmetsburg Campus of ILCC concerning roof repairs was presented. Trustee Carlstrom moved to approve and send the letter. The motion was seconded by Trustee Hoyman. President Merrill signed the letter.

Board Committees: The committee assignments for FY2023 were finalized by President Merrill and are as follows: Finance & Budget: Jan Stillman, Sue Brown and Kathy Merrill; Recruitment & Orientation: Joel Hoyman, JaDee Gloede, and Jacob Neff; Standards & Accreditation: Marilyn Carlstrom, Joe Veltri, and Joe Schany.

Finance & Budget Committee: The committee did not meet since the last Board meeting and has no report. As members will be absent from the August meeting, the first meeting concerning the FY2024 budget request was scheduled for the hour before the regularly scheduled September 20, 2022 meeting in Room 14

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. The committee scheduled a meeting for August 2, 2022 at 3:00 p.m. in Room 14.

Library Director's Report: Library Director Clark reported that the library was in the middle of a very busy week of programs in a very busy month of programs. He said that the Summer Reading Programs would be wrapping up this week with events on Friday, July 22nd. Following that, the library would be having its Big Book Sale the entire next week, which also coincide with RAGBRAI overnight stay on the 26th of July.

Clark reminded trustees of the upcoming Duffy Hudson one-man show, where he will portray Harry Houdini on Thursday, July 21, 2022 at 6:30 p.m. He said that he was hoping for a good turnout even though there were other events in town scheduled that evening.

Unfinished Business:

The matter of pricing for new tables and chairs was brought up. The trustees agreed that discussion of new furnishings could not go forward until the matter of the leaky roof was addressed.

The policy up for review, the Board of Trustees Bylaws, was given its second reading with amendments from a previous meeting. A section had been added to address the requirements put forth in *In Service to Iowa*. Trustee Brown made a motion to accept the second reading of the amended bylaws. The motion was seconded by Trustee Hoyman and carried, 5-0.

New Business:

The policy up for review, the Public Facsimile Transmission Service Policy was given its first reading. It was suggested to remove a prefatory paragraph that does not pertain to the service as currently offered. Also, a later paragraph referring to specific charges for necessary photocopies was changed to reflect whatever current photocopy charges are currently in the separate policy. Lastly, the schedule of faxing charges was changed to \$2.00 for the first page and \$0.25 for each additional page. Trustee Stillman made a motion to accept the first reading of the policy as amended. The motion was seconded by Trustee Carlstrom and carried, 5-0.

The trustees watched a 20 minute segment of the training video from the *Foundations of Public Libraries* series: "The Library as a Place" with Angie Manfredi.

Adjourn: President Merrill asked for a motion to adjourn the meeting. Trustee Stillman moved to adjourn at 6:07 p.m., which was seconded by Trustee Hoyman and carried, 5-0. The next meeting of the Board of Trustees is scheduled for Tuesday, August 16, 2022 at the Emmetsburg Public Library.

Respectfully submitted,

Nathan R. E. Clark

Nathan R. E. Clark, secretary pro tem

Stephen Merrill

President, Board of Trustees

8/13/2022

Date

8/13/2022

Date

Emmetsburg Public Library

Expenditures for the month of July 2022

001.4010.6373 Telecommunications Expense

Date	Vendor	Amount	Description
7/21/2022	Windstream Iowa Communications	\$141.93	Telephone lines + long distance service

Vendor Total: \$141.93

Line Item Total: \$141.93

001.4010.6413 Payment to Other Agency 28E

Date	Vendor	Amount	Description
7/7/2022	Iowa Lakes Community College	\$14,000.00	Library Facility Use Fee FY2023

Vendor Total: \$14,000.00

Line Item Total: \$14,000.00

001.4010.6419 Technology Services Expense

Date	Vendor	Amount	Description
7/1/2022	ProQuest LLC	\$1,214.31	FY23 Ancestry.com Library Ed. Subs.

Vendor Total: \$1,214.31

001.4010.6419 Technology Services Expense

Date	Vendor	Amount	Description
7/1/2022	OCLC, Inc.	\$192.98	Monthly Cataloging Subscription
8/1/2022	OCLC, Inc.	\$192.98	Monthly Cataloging Subscription

Vendor Total: \$385.96

Line Item Total: \$1,600.27

001.4010.6502 Library Materials

Date	Vendor	Amount	Description
8/3/2022	Our Iowa	\$19.98	One-year subscription

Vendor Total: \$19.98

001.4010.6502 Library Materials

Date	Vendor	Amount	Description
8/3/2022	Iowa History Journal	\$18.95	One-year subscription

Vendor Total: \$18.95

001.4010.6502 Library Materials

Date	Vendor	Amount	Description
7/8/2022	TCM	\$38.12	22 One-year subscriptions

Vendor Total: \$38.12

001.4010.6502 Library Materials

Date	Vendor	Amount	Description
8/3/2022	Food Network Magazine	\$29.97	One-year subscription

Vendor Total:	\$29.97
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Line Item Total:	\$107.02
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001.4010.6506 Office Supplies

Date	Vendor	Amount	Description
7/7/2022	Loffler	\$102.03	Toner Contract

Vendor Total:	\$102.03
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Line Item Total:	\$102.03
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
7/8/2022	Baker & Taylor	\$16.52	Books-Adult
7/12/2022	Baker & Taylor	\$603.65	Books-Adult/Young Adult
7/20/2022	Baker & Taylor	\$148.14	Books-Adult/Young Adult
8/1/2022	Baker & Taylor	\$10.82	Books-Adult
8/1/2022	Baker & Taylor	\$16.53	Books-Adult
8/1/2022	Baker & Taylor	\$82.65	Books-Adult/Young Adult

Vendor Total:	\$878.31
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
7/13/2022	Gale/CENGAGE Learning	\$96.16	Books-Large Type
7/19/2022	Gale/CENGAGE Learning	\$24.69	Books-Large Type
7/19/2022	Gale/CENGAGE Learning	\$23.25	Books-Large Type
7/21/2022	Gale/CENGAGE Learning	\$41.23	Books-Large Type

Vendor Total:	\$185.33
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
7/1/2022	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
7/1/2022	Junior 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
7/6/2022	Blackstone Publishing	\$31.99	Sound recordings-Adult
7/20/2022	Blackstone Publishing	\$123.95	Sound recordings-Adult

Vendor Total:	\$155.94
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
7/6/2022	MicroMarketing LLC	\$15.34	Books-Children's
7/19/2022	MicroMarketing LLC	\$51.79	Sound recordings-Children's
7/27/2022	MicroMarketing LLC	\$39.99	Sound recordings-Children's

Vendor Total:	\$107.12
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
7/6/2022	Amazon	\$105.38	Books-Young Adult
7/7/2022	Amazon	\$43.79	Books-Young Adult
7/9/2022	Amazon	\$117.04	Books-Young Adult/Adult/Videorecordings
		\$266.21	

Vendor Total: (Split with Trust Fund)	
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Line Item Total:	\$2,025.89
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Expenses Total:	\$17,941.15
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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
7/1/2022	Amazon	\$148.35	DECAT Grant Items-Crafts/Prizes
7/2/2022	Amazon	\$61.03	DECAT Grant Items-Crafts/Prizes
		\$209.38	

Vendor Total:	\$475.59 (Includes totals from Library Capital)
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Trust Funds Total:	\$475.59
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Grand Total:	\$18,416.74
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Emmetsburg Public Library

Petty Cash Fund

for 7/1/2022- 7/31/2022

001.4010.6599 Other Supplies

Date	Employee Purchasing	Amount	Description
7/1/2022	Kari Gramowski	\$16.94	Food Items
7/6/2022	Kari Gramowski	\$6.56	Food Items
7/8/2022	Kari Gramowski	\$33.68	Food Items/SRP Prizes
7/9/2022	Kari Gramowski	\$39.94	SRP Prizes
7/10/2022	Kari Gramowski	\$36.02	SRP Prizes
7/13/2022	Kari Gramowski	\$8.01	Food Items
7/19/2022	Nathan R. E. Clark	\$12.53	Food Items
7/21/2022	Nathan R. E. Clark	\$14.99	Food Items
7/21/2022	Kari Gramowski	\$38.75	SRP Prizes

Line Item Total: \$207.42

001.4010.6599 Other Supplies

Date	Employee Purchasing	Amount	Description
7/7/2022	Kari Gramowski	10.69	Book-Children's

Line Item Total: \$10.69

Petty Cash Total: \$218.11