

Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

Emmetsburg Public Library

5:00 p.m., Tuesday, December 20, 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 5:01 p.m. on Tuesday, December 20, 2022, in the Conference Room 14 of the Emmetsburg Public Library. Trustees present were Merrill, Vice President Jacob Neff, Sue Brown, Amy Stewart, Joe Schany, and Joe Veltri were present. Trustees Jan Stillman, Marilyn Carlstrom, and Joel Hoyman were absent. Library Director Nathan Clark was also present.

Oath of Office: The Oath of Office was administered to new library trustee, Amy Stewart.

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 Schany. The motion carried, 6-0.

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

Bill Approval: The expenses for the month of November 2022 were read by Library Director Clark. Trustee Veltri moved to approve the expenses of November 2022, which was seconded by Vice President Neff and carried, 6-0.

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

Correspondence: There was no correspondence to discuss this month.

Board Committees:

Finance & Budget Committee: The committee met today directly before the meeting. Their budget draft will be voted on as Unfinished Business.

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. A previously scheduled meeting of the committee was not held due to weather and illness. That meeting was rescheduled for Tuesday, December 27, 2022 at 10:00 a.m.

Library Director's Report: Library Director Clark told the trustees that the library's programming had been negatively impacted by the weather in the past month. Furthermore, with a whole slate of programs scheduled throughout Winter Break, the short-term forecast is not encouraging.

Clark detailed some of the upcoming programs, including a holiday party for all aged children on tomorrow's early dismissal day.

Clark stated that on Monday, December 5th, he presented to the Palo Alto County Connections Coalition, which meets at the hospital each month. He said that it is turning out to be a good group to network with for collaboration and sharing.

Clark said that the following day, he, along with the other public librarians of Palo Alto County met with the Board of Supervisors to discuss the contract for library service to the rural residents of the county.

Clark encouraged the trustees to visit the front of the library to see the *Polar Express* train that Jeff Morey made for his family and donated to the library. Clark said that it was great for photographs of children, who can climb inside it and ring its bell.

Unfinished Business:

The FY2024 Budget Proposal drafted by the Finance and Budget Committee was presented. The budget request included six percent increases for the full-time workers and \$1.00/hr increases for the part-time workers. Trustee Veltri moved to approve the FY2024 Budget Proposal drafted by the Finance and Budget Committee, which was seconded by Trustee Schany. The motion carried, 6-0.

Library Director Clark presented the finished grant request for the Youth Services Update to send to the PACDGC and explained the budget of items to be purchased. Trustee Brown moved to approve submission of the grant request. Trustee Stewart seconded the motion, which carried, 6-0.

New Business:

Library Director Clark provided the library's current mission statement and a handout containing the mission statements of 6 surrounding county seat libraries and his proposal for a new mission statement: "The Emmetsburg Public Library will provide space, materials, technology, and programs for all ages to use for their intellectual and cultural enrichment." Vice President Neff moved to accept the first reading of the Mission Statement, which was seconded by Trustee Veltri. The motion carried, 6-0.

President Merrill left the meeting at 5:51 p.m., turning it over to Vice President Neff

The trustees finished the meeting by viewing the second segment of a continuing education unit titled, Boardroom 2022: Facing Crucial Conversations. The video was stopped at the 39.04 mark.

Adjourn: Vice President Neff motioned to adjourn the meeting at 6:14 p.m., which was seconded by Trustee Veltri and carried, 6-0. The meeting was adjourned. The next meeting of the Board of Trustees is scheduled for Tuesday, January 17, 2023 at the Emmetsburg Public Library.

Respectfully submitted,

Nathan R. E. Clark

Nathan R. E. Clark, secretary pro tem

Karen Merrill

President, Board of Trustees

1/17/2023

Date

1/17/2023

Date

Emmetsburg Public Library

Expenditures for the month of December 2022

001.4010.6210 Dues & Memberships

Date	Vendor	Amount	Description
1/4/2023	ILA	\$116.00	1-Year Membership Dues-Nathan
1/4/2023	ILA	\$36.00	1-Year Membership Dues-Anna

Vendor Total: \$152.00

Line Item Total: \$152.00

001.4010.6373 Telecommunications Expense

Date	Vendor	Amount	Description
12/21/2022	Windstream Iowa Communications	\$136.29	2 Telephone line + long distance service

Vendor Total: \$136.29

001.4010.6373 Telecommunications Expense

Date	Vendor	Amount	Description
12/23/2022	Zoom Video Communications, Inc.	\$149.90	One-year subscription

Line Item Total: \$149.90 (paid with City Credit Card)

Line Item Total: \$286.19

001.4010.6419 Technology Services Expense

Date	Vendor	Amount	Description
12/1/2022	OCLC, Inc.	\$192.98	Monthly One-year Cataloging Subscription
1/1/2023	OCLC, Inc.	\$192.98	Monthly One-year Cataloging Subscription

Vendor Total: \$385.96

Line Item Total: \$385.96

001.4010.6502 Library Materials

Date	Vendor	Amount	Description
12/24/2022	Des Moines Register	\$26.00	One-year Subscription

Vendor Total: \$26.00

001.4010.6502 Library Materials

Date	Vendor	Amount	Description
12/7/2022	Scientific American	\$34.99	One-year subscription

Vendor Total: \$34.99

001.4010.6502 Library Materials

Date	Vendor	Amount	Description
1/4/2023	Wired	\$10.00	One-year subscription

Vendor Total:	\$10.00
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Line Item Total:	\$70.99
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001.4010.6506 Office Supplies

Date	Vendor	Amount	Description
12/2/2021	Loffler	\$57.89	Toner Contract

Vendor Total:	\$57.89
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001.4010.6506 Office Supplies

Date	Vendor	Amount	Description
1/4/2023	Spencer Office Supplies	\$47.51	Transparent tape

Vendor Total:	\$47.51
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Line Item Total:	\$105.40
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
11/29/2022	Baker & Taylor	\$14.24	Books-Children's
12/5/2022	Baker & Taylor	\$5.99	Books-Young Adult
12/12/2022	Baker & Taylor	\$135.77	Books-Adult/Young Adult
12/14/2022	Baker & Taylor	\$13.78	Books-Young Adult
12/27/2022	Baker & Taylor	\$28.49	Books-Adult
		\$198.27	

Vendor Total: (Split with Trust Funds-Library Funds)	
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
12/6/2022	Gale/CENGAGE Learning	-\$23.25	Credit Memo
12/7/2022	Gale/CENGAGE Learning	\$122.80	Books-Large Type
12/12/2022	Gale/CENGAGE Learning	\$114.37	Books-Large Type
12/14/2022	Gale/CENGAGE Learning	\$73.42	Books-Large Type
12/21/2022	Gale/CENGAGE Learning	\$61.47	Books-Large Type

Vendor Total:	\$348.81
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
12/1/2022	Center Point Large Print	\$287.04	Books-Large Type

Vendor Total:	\$287.04
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001.4010.6770 Library Capital			
Date	Vendor	Amount	Description
12/30/2022	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
1/4/2023	Legislative Services Agency	\$215.00	Books-Reference

Vendor Total:	\$215.00
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001.4010.6770 Library Capital			
Date	Vendor	Amount	Description
12/13/2022	Blackstone	\$163.97	Sound Recordings-Adult
12/16/2022	Blackstone	\$155.53	Sound Recordings-Adult
12/27/2022	Blackstone	\$32.00	Sound Recordings-Adult
12/30/2022	Blackstone	\$35.99	Sound Recordings-Adult

Vendor Total:	\$387.49
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001.4010.6770 Library Capital			
Date	Vendor	Amount	Description
12/22/2022	MicroMarketing LLC	\$16.52	Sound Recordings-Children's
12/27/2022	MicroMarketing LLC	\$14.57	Sound Recordings-Children's
12/27/2022	MicroMarketing LLC	\$35.99	Sound Recordings-Children's

Vendor Total:	\$67.08
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Date	Vendor	Amount	Description
11/17/2022	Amazon	\$119.76	Console Video Games
11/18/2022	Amazon	\$25.18	Videorecordings
11/19/2022	Amazon	-\$0.08	Credit Memo
11/20/2022	Amazon	-\$0.08	Credit Memo
11/22/2022	Amazon	\$125.16	Books-Adult/Young Adult
11/27/2022	Amazon	\$80.64	Cables, Game Controllers, Crafting Supplies
12/2/2022	Amazon	\$13.79	Videorecordings
12/4/2022	Amazon	\$57.91	Books-Adult/Young Adult
		\$422.28	

Vendor Total: (Split with Trust Funds-Library Funds)	
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Line Item Total	\$2,043.12
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Expenses Total:	\$3,043.66
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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
12/5/2022	Baker & Taylor	\$172.56	Every Child Ready to Read Grant Materials
12/14/2022	Baker & Taylor	\$6.38	Every Child Ready to Read Grant Materials
12/27/2022	Baker & Taylor	\$75.12	Every Child Ready to Read Grant Materials
		\$254.06	

Vendor Total: \$452.33 (includes 198.77 from Library Capital)

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

167.5901.6608 Trust Fund-Library Funds

Date	Vendor	Amount	Description
12/2/2022	Amazon	\$89.50	Every Child Ready to Read Grant Materials
12/3/2022	Amazon	\$60.76	Every Child Ready to Read Grant Materials
		\$150.26	

Vendor Total: \$572.54 (includes 422.28 from Library Capital)

Trust Funds Total: \$404.32

Grand Total: \$3,447.98

Emmetsburg Public Library

Petty Cash Fund

Expenditures for December 1-31, 2022

001.4010.6508 Postage & Shipping

Date	Employee Purchasing Amount	Description
12/19/2022	Nathan R. E. Clark	\$3.95 Postage

Line Item Total: \$3.95

001.4010.6599 Other Supplies

Date	Employee Purchasing Amount	Description
12/7/2022	Nathan R. E. Clark	\$26.97 Games for Program
12/7/2022	Nathan R. E. Clark	\$11.40 Program Snacks/Beverages
12/7/2022	Kari Gramowski	\$20.00 Movie Popcorn
12/9/2022	Nathan R. E. Clark	\$4.45 Clorox Wipes/Program Beverages
12/16/2022	Kari Gramowski	\$9.62 Crafting Supplies
12/21/2022	Nathan R. E. Clark	\$11.34 Cocoa Mix-Holiday Program Supplies
12/21/2022	Nathan R. E. Clark	\$107.45 Holiday Program Supplies
12/27/2022	Nathan R. E. Clark	\$14.49 Program Snacks/Popcorn
1/4/2023	Nathan R. E. Clark	\$22.28 Yarn for Program

Line Item Total: \$228.00

Petty Cash Total: \$231.95