

Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

Emmetsburg Public Library

5:00 p.m., Tuesday, January 17, 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 5:03 p.m. on Tuesday, January 17, 2022 in Conference Room 14 of the Emmetsburg Public Library. Trustees present were Merrill, Vice President Jacob Neff, Sue Brown, Amy Stewart, Joel Hoyman, and Joe Veltri were present. Trustee Jan Stillman joined the meeting by telephone. Trustees Marilyn Carlstrom, and Joe Schany 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, 6-0.

Trustee Neff arrived at 5:04.

Minutes Approval: The minutes of the December meeting were prepared by Library Director Clark in advance of the meeting. Trustee Stewart made a motion to approve the minutes of the December 2022 meeting. The motion was seconded by Trustee Veltri and carried, 7-0.

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

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

Correspondence: A letter was shared from the Palo Alto County Gaming Development Corporation presented to the library along with a check in the amount of \$2,000.00 to be used for library materials and to be spent by March 1, 2023. Library Director Clark said they had been busy ordering "the best of 2022" for the library to be paid for by these funds.

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: A previously scheduled meeting of the committee was not held due to weather and illness. A new meeting will need to be scheduled.

Library Director's Report: Library Director Clark told the trustees that, yet again and as he predicted at the December meeting, the weather had adversely affected the library's programming. In particular, the

holiday party that was planned during the week before Christmas fell on the day of a snowstorm. The program saw a drastically smaller crowd than had been planned for and even the rescheduled party did not see what was originally expected. Due to the long storm falling on a stretch of many scheduled programs, many had to be rescheduled where feasible.

Clark mentioned that the sidewalk and parking lot had been fairly dangerous ever since the storms, but that the sidewalks in particular had been very icy. He reminded the trustees that in the 28E agreement it states that: "The College agrees to remove all snow and ice and other obstructions from the sidewalk entrance." The trustees asked Clark to email the Executive Dean of the campus about the situation.

Clark informed the board that the Babytime/Toddler time programs had started the previous week. He said that the library staff is excited to have this among the regular programs at the library. Interest in the programs was robust in the planning stage, and he said that they look for increasing attendance with improving weather and more publicity.

Unfinished Business:

The policy up for review, the Mission Statement, was given its second reading. No changes were made to it since the last meeting. Trustee Hoyman moved to adopt the new Mission Statement. The motion was seconded by Trustee Neff and carried, 7-0.

Library Director Clark presented the finished grant request to the Smith Foundation for a book repair machine. The request is in the amount of \$1,454.00. He described how the machine worked by heating the spine of a book to disbind a damaged binding, and to melt a stronger glue back to repair it.

New Business:

Library Director Clark provided evaluation sheets for the board to consider. Discussion ensued about the best way to conduct the evaluation, which was tabled until next month's meeting.

The trustees finished the meeting by viewing the third segment of a continuing education unit titled, Boardroom 2022: Facing Crucial Conversations. The video was stopped at the 59:00 mark.

Adjourn: President Merrill asked for a motion to adjourn the meeting at 6:07 p.m., which was made by Trustee Brown, seconded by Vice President Neff and carried, 7-0. The meeting was adjourned. The next meeting of the Board of Trustees is scheduled for Tuesday, February 21, 2023 at the Emmetsburg Public Library.

Respectfully submitted,

Nathan R. E. Clark

Nathan R. E. Clark, secretary pro tem

2/21/2023

Date

Kathryn Merrill

President, Board of Trustees

2/21/2023

Date

Emmetsburg Public Library

Expenditures for the month of January 2023

001.4010.6373 Telecommunications Expense

| Date | Vendor | Amount | Description |
|-----------|--------------------------------|----------|--|
| 1/23/2023 | Windstream Iowa Communications | \$139.27 | 2 Telephone line + long distance service |

Vendor Total: \$139.27

Line Item Total: \$139.27

001.4010.6419 Technology Services Expense

| Date | Vendor | Amount | Description |
|-----------|-------------------|----------|------------------------------|
| 1/17/2023 | World Trade Press | \$196.64 | AtoZ World Food Subscription |

Vendor Total: \$196.64

001.4010.6419 Technology Services Expense

| Date | Vendor | Amount | Description |
|----------|-----------|----------|---------------------------------|
| 1/1/2023 | OCLC Inc. | \$192.98 | Monthly Cataloging Subscription |
| 2/1/2023 | OCLC Inc. | \$192.98 | Monthly Cataloging Subscription |

Vendor Total: \$385.96

Line Item Total: \$582.60

001.4010.6506 Office Supplies

| Date | Vendor | Amount | Description |
|----------|---------|---------|----------------|
| 2/5/2023 | Loffler | \$59.55 | Toner contract |

Vendor Total: \$59.55

Line Item Total: \$59.55

001.4010.6507 Operating Supplies

| Date | Vendor | Amount | Description |
|-----------|--------|----------|-----------------------------|
| 1/11/2023 | Demco | \$314.70 | Genre Classification Labels |

Vendor Total: \$314.70

Line Item Total: \$314.70

| 001.4010.6770 Library Capital | | | | |
|-------------------------------|----------------|---|-------------------------|--|
| Date | Vendor | Amount | Description | |
| 12/20/2023 | Baker & Taylor | \$5.99 | Books-Young Adult | |
| 1/6/2023 | Baker & Taylor | \$5.99 | Books-Young Adult | |
| 1/17/2023 | Baker & Taylor | \$21.38 | Books-Adult/Young Adult | |
| | | \$33.36 | | |
| Vendor Total: | | (Split with Trust Funds-Library Funds) | | |

| 001.4010.6770 Library Capital | | | | |
|-------------------------------|-----------------------|-----------------|------------------|--|
| Date | Vendor | Amount | Description | |
| 1/9/2023 | Gale/CENGAGE Learning | \$64.48 | Books-Large Type | |
| 1/10/2023 | Gale/CENGAGE Learning | \$22.49 | Books-Large Type | |
| 1/11/2023 | Gale/CENGAGE Learning | \$74.07 | Books-Large Type | |
| 1/19/2023 | Gale/CENGAGE Learning | \$61.47 | Books-Large Type | |
| 1/20/2023 | Gale/CENGAGE Learning | \$46.48 | Books-Large Type | |
| Vendor Total: | | \$268.99 | | |

| 001.4010.6770 Library Capital | | | | |
|-------------------------------|--------------------------|-----------------|------------------|--|
| Date | Vendor | Amount | Description | |
| 1/1/2023 | Center Point Large Print | \$287.04 | Books-Large Type | |
| Vendor Total: | | \$287.04 | | |

| 001.4010.6770 Library Capital | | | | |
|-------------------------------|------------|----------------|------------------|--|
| Date | Vendor | Amount | Description | |
| 1/31/2023 | Broadreach | \$48.44 | Books-Children's | |
| Vendor Total: | | \$48.44 | | |

| 001.4010.6770 Library Capital | | | | |
|-------------------------------|-----------------|----------------|------------------|--|
| Date | Vendor | Amount | Description | |
| 12/14/2023 | East West Books | \$53.98 | Books-Children's | |
| Vendor Total: | | \$53.98 | | |

| 001.4010.6770 Library Capital | | | | |
|-------------------------------|---------------------------|-----------------|------------------|--|
| Date | Vendor | Amount | Description | |
| 2/1/2023 | The Penworthy Company LLC | \$182.66 | Books-Children's | |
| Vendor Total: | | \$182.66 | | |

| 001.4010.6770 Library Capital | | | | |
|-------------------------------|-----------------------|-----------------|------------------------|--|
| Date | Vendor | Amount | Description | |
| 1/31/2023 | Blackstone Publishing | \$200.75 | Sound recordings-Adult | |
| 2/1/2023 | Blackstone Publishing | \$135.98 | Sound recordings-Adult | |
| Vendor Total: | | \$336.73 | | |

| 001.4010.6770 Library Capital | | | | |
|-------------------------------|--------------------|----------------|-----------------------------|--|
| Date | Vendor | Amount | Description | |
| 1/24/2023 | MicroMarketing LLC | \$19.99 | Sound Recordings-Children's | |
| Vendor Total: | | \$19.99 | | |

001.4010.6770 Library Capital

| Date | Vendor | Amount | Description |
|------------|--------------|-----------------|------------------|
| 12/17/2022 | SYNCB/Amazon | \$22.49 | Videorecordings |
| 12/17/2022 | SYNCB/Amazon | \$21.29 | Diamond Art Kits |
| 12/23/2022 | SYNCB/Amazon | \$28.98 | Diamond Art Kits |
| 1/17/2023 | SYNCB/Amazon | \$14.56 | Videorecordings |
| 1/7/2023 | SYNCB/Amazon | \$14.98 | Videorecordings |
| | | \$102.30 | |

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

001.4010.6770 Library Capital

| Date | Vendor | Amount | Description |
|-----------|-------------------------|----------|-----------------------------|
| 1/16/2023 | Amazon Capital Services | \$127.71 | Videorecordings/Books-Adult |

Vendor Total: \$127.71 (New Vendor Name & Address)

Line Item Total: \$1,461.20

Expenses Total: \$2,557.32

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

167.5901.6608 Trust Fund-Library Funds

| Date | Vendor | Amount | Description |
|-----------|----------------|-------------------|---|
| 1/6/2023 | Baker & Taylor | \$15.87 | Every Child Ready to Read Grant Materials |
| 1/17/2023 | Baker & Taylor | \$7.18 | Every Child Ready to Read Grant Materials |
| 1/23/2023 | Baker & Taylor | \$1,644.65 | PACGDC Xmas Gift Grant Materials |
| | | \$1,667.70 | |

Vendor Total: \$1,701.06 (Includes \$33.36 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 |
|------------|--------------|-------------------|---|
| 12/10/2022 | SYNCB/Amazon | \$540.18 | Every Child Ready to Read Grant Materials |
| 12/20/2022 | SYNCB/Amazon | \$24.30 | Every Child Ready to Read Grant Materials |
| 12/27/2022 | SYNCB/Amazon | \$189.10 | Every Child Ready to Read Grant Materials |
| 1/4/2023 | SYNCB/Amazon | \$40.90 | Every Child Ready to Read Grant Materials |
| 1/5/2023 | SYNCB/Amazon | \$135.65 | Every Child Ready to Read Grant Materials |
| 1/6/2023 | SYNCB/Amazon | \$88.90 | Every Child Ready to Read Grant Materials |
| | | \$1,019.03 | |

Vendor Total: \$1,121.33 (Includes \$102.30 from Library Capital)

Trust Funds Total: \$2,686.73

Grand Total: \$5,244.05

Emmetsburg Public Library

Petty Cash Fund Expenditures

for 1/1/2023-2/1/2023

001.4010.6508 Postage & Shipping

| Date | Employee Purchasing Amount | Description |
|----------|----------------------------|--|
| 1/6/2023 | Nathan R. E. Clark | \$22.57 Shipping Newspapers to Bindery |

| | |
|-------------------------|----------------|
| Line Item Total: | \$22.57 |
|-------------------------|----------------|

001.4010.6599 Other Supplies

| Date | Employee Purchasing Amount | Description |
|-----------|----------------------------|--|
| 1/17/2023 | Nathan R. E. Clark | \$29.39 Gingerbread House Kits |
| 1/20/2023 | Anna Veltri | \$17.90 Snacks and beverages for programs |
| 1/21/2023 | Nathan R. E. Clark | \$12.17 Cups, water, and decorating supplies |
| 2/1/2023 | Anna Veltri | \$41.66 Decorating Supplies |
| 2/1/2023 | Kari Gramowski | \$20.00 Movie Popcorn |

| | |
|-------------------------|-----------------|
| Line Item Total: | \$121.12 |
|-------------------------|-----------------|

| | |
|--------------------------|-----------------|
| Petty Cash Total: | \$143.69 |
|--------------------------|-----------------|