

Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

Emmetsburg Public Library

5:00 p.m., Tuesday, February 21, 2023

Conference Room 14; Social Distancing Guidelines Observed

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, February 21, 2023, in the Conference Room 14 of the Emmetsburg Public Library. Trustees present were Merrill, Sue Brown, Joel Hoyman, and Joe Veltri were present. Trustee Jan Stillman joined the meeting by telephone. Vice President Jacob Neff and trustees Marilyn Carlstrom, Amy Stewart, 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 Hoyman. The motion carried, 5-0.

Minutes Approval: The minutes of the January meeting were prepared by Library Director Clark in advance of the meeting. Trustee Veltri made a motion to approve the minutes of the January 2023 meeting. The motion was seconded by Trustee Brown and carried, 5-0.

Bill Approval: The expenses for the month of January 2023 were read by Library Director Clark. Trustee Veltri moved to approve the expenses of January 2023, which was seconded by Trustee Hoyman and carried, 5-0.

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

Correspondence: Library Director Clark presented an email sent to ILCC Emmetsburg Campus Executive Dean Kyle Norris concerning the condition of the sidewalks during the Winter Break. Also, he presented a Letter of Agreement that he had signed for the library's participation in the Bridges Consortium during FY2024.

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 met during the past month and has ready the Long Range Plan to present as New Business.

Library Director's Report: Library Director Clark told the trustees that it was necessary to dismiss an employee during the past month. The dismissal came pursuant to several complaints about rudeness and poor customer service. There was also a history of discipline in the recent past. The library has already been approved by the City Council to rehire the position. Clark stated that the other library staff have done yeoman's work in helping to cover the vacated duties and shifts.

Clark said that they had seen a very high number of visits as measured by their door counter the two days of school early dismissal. In addition to a large number of children in the library, there were

multiple programs going on each day leaving the front desk pretty understaffed to handle the swell of children. Moreover, there were enough incidents to warrant requesting a walk-through from the police on one of the days. Clark told the trustees that a coffee table in the Northeast corner of the library has been broken three times in as many months, all evidently from horseplay. Clark said that they were also aware of the Wellness Center and other parts of the college having rowdy children to deal with on these days. The trustees suggested reaching out to college personnel to conference about solutions to bad behavior.

Clark told the trustees of being able to see actual whole issues of *The Ayrshire Chronicle*, the newspaper that was published in Ayrshire for many years. He said that no issues of it were known to exist or held in libraries. He was able to take high resolution scans of all the issues before they left.

Clark said that the library would be hosting the TRACES *Bus-eum* on Saturday, April 1, 2023. The traveling exhibit is about the challenge of climate change for agricultural communities and will also include a question and answer session along with the showing of a film from a previous years' exhibit about Prohibition in Iowa. The library has hosted the *Bus-eum* at least twice in the past.

Clark told the trustees the library is seeking to host O. J. Fargo, a Civil War historian and performer through Humanities Iowa the week of National Library Week, April 23-29, 2023.

Clark reminded the trustees that the library will be hosting Jillann Gabrielle again in the first week of May, this time performing a double role as Joan Crawford/Bette Davis in her one-woman musical show.

Clark reminded the trustees that the Countywide Trustee Training was coming up on Monday, March 13th at 6:00 p.m. at Ruthven Public Library. He said that Ruthven's director, Kay Rose, needed a count of who would be at the event for meal planning.

Clark stated that the library has applied for a grant from the Decategorization Board—whose purpose is to prevent child abuse—again this year. The grant request title is "Safety First", and the library will be partnering with half a dozen other agencies to provide programming this Summer. Clark gave kudos to Anna for all her work in putting the grant request together. He said it is nice to know all the organizations who are willing to provide programming for free and who were practically waiting for our call.

Lastly, Clark said that Anna and Kari are taking a "Babies in the Library" class through the University of Wisconsin-Madison. The course should be finished by the next board meeting.

Unfinished Business: The library director's evaluation was gone over and given to Library Director Clark.

The Long Range Plan, developed by the Standards and Accreditation committee was reviewed. It contains the following goals in no order of priority:

- To maintain and further develop the genealogical collection and services of the Emmetsburg Public Library.
- To improve browsing the Fiction section of the library and Reader's Advisory service.
- To encourage academic and literacy success among children through collection development, services, and partnerships with other agencies.

- To incorporate at least one of the five skills taught in the Every Child Ready to Read (ECRR) program in all youth programming.

Each goal has objectives under it that further refine its purpose to a specific area, and these objectives further have between three and five measurable activities to be carried out under the term of the plan.

Language was added in an activity stating that library staff would attend a school board meeting per year to include “public and non-public” school boards. Under the same objective, an additional activity was added reading: “The library will undertake a level labeling program employing a scheme commonly used in local schools.”

Lastly, an activity stating that library staff would complete at least one course relating to collection development was refined to say that “Library staff responsible for selecting materials...”

A motion was made by Trustee Hoyman to adopt the Long Range Plan, which was seconded by Trustee Brown and carried, 5-0.

New Business: An ADA Checklist for Existing Facilities, Priority 1: Approach & Entrance was completed by Library Director Clark. He noted that all the requirements for an accessible entrance to the library from the parking lot appear to be in order. Trustee Veltri made a motion to accept the ADA Checklist for Existing Facilities, Priority 1: Approach & Entrance. The motion was seconded by Trustee Brown and carried, 5-0.

A space needs assessment worksheet completed by Library Director Clark was presented to the board. Clark noted that while the resulting Gross Area Needed was less than the actual public library designated area of the library complex, the special arrangement of the library with ILCC needed to be taken into account. For all practical purposes, the library has available the full square footage of the library complex available to its patrons and/or staff for most purposes. Furthermore, numerous meeting rooms are routinely utilized by the public library that are not even included in the library complex square footage. So, the actual area of the library is sufficient under those considerations. A suggestion was made to include a preface to the sheet explaining the arrangement with ILCC and its implications in the worksheet’s interpretation. A motion to accept the Library Space Needs Assessment with the suggested preface was made by Trustee Brown and seconded by Trustee Veltri. The motion carried, 5-0.

Owing to the late time, the Board Education Module for the month was tabled until next meeting.

Agenda Items for Next Meeting: Report of group meeting about behavior problems.

Adjourn: President Merrill asked for a motion to adjourn the meeting, which was made by Trustee Veltri, seconded by Trustee Hoyman, and carried, 5-0. The meeting was adjourned at 6:56 p.m. The next meeting of the Board of Trustees is scheduled for Tuesday, March 21, 2023 at 5:00 p.m. in Room 14 Conference Room of the Emmetsburg Public Library.

Respectfully submitted,

Nathan R. E. Clark

Nathan R. E. Clark, secretary pro tem

3/21/23

Date

Kathy Merrill

President, Board of Trustees

3/21/23

Date

Emmetsburg Public Library

Expenditures for February 2023

001.4010.6210 Dues & Memberships

Date	Vendor	Amount	Description
3/7/2023	Iowa Library Association	\$80.00	1-Year Membership Dues-Karl

Vendor Total:	\$80.00
----------------------	----------------

Line Item Total:	\$80.00
-------------------------	----------------

001.4010.6373 Telecommunications Expense

Date	Vendor	Amount	Description
2/22/2023	Windstream Iowa Communications	\$144.02	2 Telephone lines + long distance service

Vendor Total:	\$144.02
----------------------	-----------------

Line Item Total:	\$144.02
-------------------------	-----------------

001.4010.6402 Advertising Expense

Date	Vendor	Amount	Description
2/2/2023	Emmetsburg Reporter-Democrat	\$124.50	Gifts & Memorials Acknowledgement

Vendor Total:	\$124.50
----------------------	-----------------

Line Item Total:	\$124.50
-------------------------	-----------------

001.4010.6414 Printing, Binding & Microfilm

Date	Vendor	Amount	Description
2/9/2023	HF Group, LLC	\$375.00	Newspaper Binding

Vendor Total:	\$375.00
----------------------	-----------------

Line Item Total:	\$375.00
-------------------------	-----------------

001.4010.6419 Technology Services Expense

Date	Vendor	Amount	Description
2/22/2023	OCLC, Inc.	\$1,726.28	CapiraReady Mobile App Hosting
2/28/2023	OCLC, Inc.	\$518.51	CapiraCurbside Module
3/1/2023	OCLC, Inc.	\$192.98	Monthly Cataloging Subscription

Vendor Total:	\$2,437.77
----------------------	-------------------

Line Item Total:	\$2,437.77
-------------------------	-------------------

001.4010.6502 Library Materials

Date	Vendor	Amount	Description
1/17/2023	TCM	\$486.67	13 One-Year Subscriptions: Birds & Blooms, Elle, Esquire, GQ, Men's Health, National Geographic Kids, Sports Illustrated, Sports Illustrated Kids, Taste of Home, Town & Country, Travel & Leisure, Vanity Fair, Vogue Credit Memo
9/30/2022	TCM	-\$8.17	
Vendor Total:		\$478.50	

001.4010.6502 Library Materials

Date	Vendor	Amount	Description
2/23/2023	Popular Mechanics	\$16.02	One-year subscription
Vendor Total:		\$16.02	

001.4010.6502 Library Materials

Date	Vendor	Amount	Description
3/7/2023	Kalmbach Media	\$26.70	One-year subscription: Discover
Vendor Total:		\$26.70	

001.4010.6502 Library Materials

Date	Vendor	Amount	Description
3/7/2023	Midwest Living	\$8.00	One-year subscription
Vendor Total:		\$8.00	

001.4010.6502 Library Materials

Date	Vendor	Amount	Description
3/7/2023	Smithsonian	\$11.00	One-year subscription
Vendor Total:		\$11.00	

001.4010.6502 Library Materials

Date	Vendor	Amount	Description
2/6/2023	Bon Appétit	\$10.00	One-year subscription
Vendor Total:		\$10.00	

001.4010.6502 Library Materials

Date	Vendor	Amount	Description
2/6/2023	Reader's Digest Large Print	\$30.00	One-year subscription
Vendor Total:		\$30.00	

001.4010.6502 Library Materials

Date	Vendor	Amount	Description
3/7/2023	The Nation	\$29.00	One-year subscription

Vendor Total:	\$29.00
----------------------	----------------

001.4010.6502 Library Materials

Date	Vendor	Amount	Description
12/20/2022	Time	\$20.00	One-year subscription

Vendor Total:	\$20.00
----------------------	----------------

001.4010.6502 Library Materials

Date	Vendor	Amount	Description
3/7/2023	Tea Time	\$24.98	One-year subscription

Vendor Total:	\$24.98
----------------------	----------------

Line Item Total:	\$654.20
-------------------------	-----------------

001.4010.6506 Office Supplies

Date	Vendor	Amount	Description
2/3/2023	Loffler	\$68.62	Toner Contract

Vendor Total:	\$68.62
----------------------	----------------

Line Item Total:	\$68.62
-------------------------	----------------

001.4010.6507 Operating Supplies

Date	Vendor	Amount	Description
2/15/2023	Demco	\$231.97	Date Due Slips, New Labels, Fiber Tape

Vendor Total:	\$231.97
----------------------	-----------------

001.4010.6507 Operating Supplies

Date	Vendor	Amount	Description
2/10/2023	ELM USA Inc.	\$190.35	Date Due Slips, New Labels, Fiber Tape

Vendor Total:	\$190.35
----------------------	-----------------

Line Item Total:	\$422.32
-------------------------	-----------------

001.4010.6770 Library Capital

Date	Vendor	Amount	Description
2/9/2023	Baker & Taylor	\$17.97	Books-Young Adult
2/9/2023	Baker & Taylor	\$201.60	Books-Children's
2/20/2023	Baker & Taylor	\$10.25	Books-Children's
2/20/2023	Baker & Taylor	\$7.79	Books-Young Adult
		\$237.61	

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

001.4010.6770 Library Capital

Date	Vendor	Amount	Description
11/22/2022	Gale/CENGAGE Learning	\$23.25	Books-Large Type
2/7/2023	Gale/CENGAGE Learning	\$194.92	Books-Large Type
2/10/2023	Gale/CENGAGE Learning	\$44.99	Books-Large Type
2/15/2023	Gale/CENGAGE Learning	\$60.72	Books-Large Type
2/27/2023	Gale/CENGAGE Learning	\$46.50	Books-Large Type

Vendor Total:	\$370.38
----------------------	-----------------

001.4010.6770 Library Capital

Date	Vendor	Amount	Description
2/1/2023	Center Point Large Print	\$287.04	Books-Large Type
3/1/2023	Center Point Large Print	\$287.04	Books-Large Type

Vendor Total:	\$574.08
----------------------	-----------------

001.4010.6770 Library Capital

Date	Vendor	Amount	Description
2/1/2023	Junior Library Guild	\$117.15	Books-Young Adult/Children's
3/2/2023	Junior Library Guild	\$117.15	Books-Young Adult/Children's

Vendor Total:	\$234.30
----------------------	-----------------

001.4010.6770 Library Capital

Date	Vendor	Amount	Description
2/15/2023	Book Look	\$432.76	Books-Adult

Vendor Total:	\$432.76
----------------------	-----------------

001.4010.6770 Library Capital

Date	Vendor	Amount	Description
2/1/2023	Penworthy	\$182.66	Books-Children's

Vendor Total:	\$182.66
----------------------	-----------------

001.4010.6770 Library Capital

Date	Vendor	Amount	Description
2/16/2023	Blackstone Publishing	\$40.00	Sound recordings-Adult
2/21/2023	Blackstone Publishing	\$69.59	Sound recordings-Adult
2/21/2023	Blackstone Publishing	\$96.00	Sound recordings-Adult

Vendor Total:	\$205.59
----------------------	-----------------

001.4010.6770 Library Capital

Date	Vendor	Amount	Description
2/14/2023	MicroMarketing LLC	\$15.99	Sound recordings-Children's
2/21/2023	MicroMarketing LLC	\$47.99	Sound recordings-Children's
2/24/2023	MicroMarketing LLC	\$26.99	Sound recordings-Children's

Vendor Total:	\$90.97
----------------------	----------------

001.4010.6770 Library Capital

Date	Vendor	Amount	Description
1/7/2023	SYNCB/Amazon	\$622.85	Videorecordings
1/13/2023	SYNCB/Amazon	\$98.54	Videorecordings/Board Games
1/16/2023	SYNCB/Amazon	\$22.96	Videorecordings
1/16/2023	SYNCB/Amazon	\$119.54	Videorecordings
		\$863.89	

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

001.4010.6770 Library Capital

Date	Vendor	Amount	Description
3/5/2023	Amazon Capital Services	\$32.42	Books-Adult
3/7/2023	Amazon Capital Services	\$32.77	Videorecordings
		\$65.19	

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

Line Item Total: \$3,257.46

Expenses Total: \$7,563.86

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

167.5901.6608 Trust Fund-Library Funds

Date	Vendor	Amount	Description
1/30/2023	Baker & Taylor	\$12.76	Every Child Ready to Read Grant Materials
2/1/2023	Baker & Taylor	\$85.69	PACGDC Xmas Gift Grant Materials
2/9/2023	Baker & Taylor	\$20.35	Every Child Ready to Read Grant Materials
2/15/2023	Baker & Taylor	\$236.36	PACGDC Xmas Gift Grant Materials
2/20/2023	Baker & Taylor	\$19.16	Every Child Ready to Read Grant Materials
2/27/2023	Baker & Taylor	\$72.11	PACGDC Xmas Gift Grant Materials
		\$446.43	

Vendor Total: \$684.04 (Includes \$237.61 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
1/11/2023	SYNCB/Amazon	\$198.25	PACGDC Xmas Gift Grant Materials
		\$198.25	

Vendor Total: \$1,062.14 (Includes \$863.89 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
2/14/2023	Amazon Capital Services	\$66.00	PACGDC Xmas Gift Grant Materials
		\$66.00	

Vendor Total: \$131.19 (Includes \$65.19 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
3/1/2023	CoverOne	\$1,462.32	Smith Found. Book Repair Machine Grant

Vendor Total: \$1,462.32

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

167.5901.6608 Trust Fund-Library Funds

Date	Vendor	Amount	Description
3/6/2023	RACES Center for History & Culture	\$350.00	Bus-eum Mobile Exhibit Fee

Vendor Total: \$350.00

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

167.5901.6608 Trust Fund-Library Funds

Date	Vendor	Amount	Description
3/7/2023	Jillann Gabrielle	\$600.00	One-Woman Musical Show Performance Fee

Vendor Total: \$600.00

Trust Funds Total: \$3,123.00

Grand Total: \$10,686.86

Emmetsburg Public Library Petty Cash Fund Expenditures for 2/2/2023-3/1/2023

001.4010.6508 Postage & Shipping

Date	Employee Purchasing Amount	Description
2/23/2023	Nathan R. E. Clark	\$3.47 Postage

Line Item Total: \$3.47

001.4010.6599 Other Supplies

Date	Employee Purchasing Amount	Description
2/2/2023	Kari Gramowski	\$10.65 Program Supplies
2/5/2023	Kari Gramowski	\$7.24 Sandpaper for Craft
2/7/2023	Nathan R. E. Clark	\$5.25 Popcorn
2/9/2023	Kari Gramowski	\$35.67 Program Refreshments
2/12/2023	Kari Gramowski	\$24.45 Napkins/Popcorn
2/10/2023	Kari Gramowski	\$3.16 Crafts
2/11/2023	Nathan R. E. Clark	\$21.90 Batteries/Refreshments
2/15/2023	Anna Veltri	\$58.07 Program Supplies/Refreshments
2/28/2023	Nathan R. E. Clark	\$14.97 Clorox Wipes
3/1/2023	Kari Gramowski	\$20.00 Popcorn

Line Item Total: \$201.36

Petty Cash Total: \$204.83