

Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

Emmetsburg Public Library

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

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, March 21, 2023, in the Conference Room 14 of the Emmetsburg Public Library. Trustees present were Merrill, Sue Brown, Joel Hoyman, Vice President Jacob Neff, Marilyn Carlstrom, Amy Stewart, and Joe Schany. Trustee Jan Stillman joined the meeting by telephone. Trustee Joe Veltri was 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 Carlstrom. The motion carried, 8-0.

Minutes Approval: The minutes of the February meeting were prepared by Library Director Clark in advance of the meeting. Trustee Carlstrom made a motion to approve the minutes of the February 2023 meeting. The motion was seconded by Trustee Schany and carried, 8-0.

Bill Approval: The expenses for the month of February 2023 were read by Library Director Clark. Trustee Schany moved to approve the expenses of January 2023, which was seconded by Vice President Neff and carried, 8-0.

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

Correspondence: Library Director Clark presented a letter that he wrote to parents concerning children at the library/wellness center/college after school and their behavior. Clark reminded the trustees that he had been charged with meeting with principal staff from the other entities listed, and this letter was a direct result of those meetings. Suggestions were made for clarity and emphasis and Clark was further charged with sending the letter to the schools. Clark stated that he really wanted to have representatives from each of the three entities to sign the letter to be sent out.

Board Committees: *Finance & Budget Committee:* The committee has not met since the last Board meeting and has no report.

Recruitment & Orientation: The committee has not met since the last Board meeting and has no report.

Standards & Accreditation: The committee has not met since the last Board meeting and has no report.

Library Director's Report: Library Director Clark shared spreadsheets showing the library's income, expenditures, and trust fund balances in the current fiscal year through the end of January 2023.

Clark told the trustees that the library had received the grant it applied for from the Smith Foundation to purchase a book repair machine and supplies. Clark said that the machine had already been ordered and received and that it was already in frequent use. Clark stated that he was very happy to have the machine and said that he wished they would have thought of getting one sooner.

Clark informed the trustees that the library had received its PACGDC grant in full. He said that the items would be able to be purchased soon.

Clark told the trustees that the library received partial funding for its Kossuth Cluster DCAT. CPPC Board grant, "Safety First," in the amount of \$1,000.00. Clark felt that, owing to the number of partnerships involved with the summer program it was to support, particularly the Extension Office, that the library would still be able to offer a great set of programs with the amount of money available. Clark added that—even with snow on the ground—they are already planning the Summer Reading Program.

Clark stated that the applications are starting to arrive frequently for the part-time library assistant position. He expects that the position will be hired and the person working by the time of the next meeting.

Clark reminded the trustees 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 that the library would be hosting a trivia night at The Shores on Saturday, April 15th at 6:30 p.m. He stated that he had been to several past ones that had great turnouts and was expecting the same for this one.

Clark reminded the trustees that the library will be hosting Jillann Gabrielle again in the evening of April 20th, this time performing a double role as Joan Crawford/Bette Davis in her one-woman musical show.

Clark told the trustees that the library would be hosting a ceramics painting program. Attendees will receive a piece to paint that is already cleaned, fired, and ready to paint and take home. All paints and supplies will be provided.

Unfinished Business: Library Director Clark gave an update on the submission of the Accreditation Report submitted towards the end of February. He said that he had received feedback from the State Library and had submitted changes back to satisfy their requests. The library should know in May.

Clark said that he had received word from the County Auditor that the County Contract was being funded at \$81,000.00, the same as last year, of which Emmetsburg Public Library receives 40%.

The new Beacon (NILC) Consortium Bi-Annual Member Agreement was presented. Mainly, the changes concerned the responsibilities of the members to pay in a timely manner each year and charges incurred if leaving the consortium for cleanup of data. Clark said that Emmetsburg Public Library has been a member since May 2011.

New Business: The policy up for review, the Safe Child Policy, was given its first reading. In the second paragraph, in the first sentence, the language was changed to read: "...the staff *may* attempt to contact," rather than *will* attempt. No other changes were suggested. Trustee Hoyman made a motion to accept the first reading of the policy as amended. The motion was seconded by Vice President Neff and carried, 8-0.

For the Board Education Module, the board watched the fourth installment of "Facing Crucial Conversations."

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 Brown, seconded by Trustee Hoyman, and carried, 8-0. The meeting was adjourned at 6:22 p.m. The next meeting of the Board of Trustees is scheduled for Tuesday, April 18, 2023 at 5:00 p.m. in Room 14 Conference Room of the Emmetsburg Public Library.

Respectfully submitted,

Nathan R E Clark 4/17/23

Nathan R. E. Clark, secretary pro tem

Date

Kathryn Merrill

President, Board of Trustees

4/17/23

Date

Emmetsburg Public Library

Expenditures for March 2023

001.4010.6373 Telecommunications Expense

Date	Vendor	Amount	Description
3/22/2023	stream Iowa Communications	\$138.94	2 Telephone lines + long distance service

Vendor Total: \$138.94

Line Item Total: \$138.94

001.4010.6419 Technology Services Expense

Date	Vendor	Amount	Description
4/1/2022	OCLC, Inc.	\$192.98	Monthly Cataloging Subscription

Vendor Total: \$192.98

001.4010.6419 Technology Services Expense

Date	Vendor	Amount	Description
3/27/2023	Cengage Learning Inc/Gale	\$300.00 \$300.00	Ebook Hosting Fee

Vendor Total: (Split with Library Capital)

Line Item Total: \$492.98

001.4010.6502 Library Materials

Date	Vendor	Amount	Description
4/4/2023	Graettinger Times	\$31.00	One-year subscription

Vendor Total: \$31.00

Line Item Total: \$31.00

001.4010.6506 Office Supplies

Date	Vendor	Amount	Description
3/6/2023	Loffler	\$58.15	Toner Contract

Vendor Total: \$58.15

001.4010.6506 Office Supplies

Date	Vendor	Amount	Description
3/22/2023	Spencer Office Supplies	\$97.80	2 Cases of Paper

Vendor Total:	\$97.80
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Line Item Total:	\$155.95
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001.4010.6507 Operating Supplies

Date	Vendor	Amount	Description
3/21/2023	ILCC	\$22.50	30 Cupcakes

Vendor Total:	\$22.50
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001.4010.6507 Operating Supplies

Date	Vendor	Amount	Description
3/15/2023	Demco	\$287.92	Book Jacket Covers

Vendor Total:	\$287.92
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Line Item Total:	\$310.42
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
3/6/2023	Baker & Taylor	\$12.19	Books-Children's
3/14/2023	Baker & Taylor	\$19.10	Books-Young Adult
3/15/2023	Baker & Taylor	\$11.98	Books-Young Adult
3/20/2023	Baker & Taylor	\$383.63	Books-Adult
3/31/2023	Baker & Taylor	\$304.22	Books-Adult
3/28/2023	Baker & Taylor	\$62.12	Books-Young Adult/Adult
		\$793.24	

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

Date	Vendor	Amount	Description
3/9/2023	Cengage Learning Inc/Gale	\$145.54	Books-Large Type
3/15/2023	Cengage Learning Inc/Gale	\$50.03	Books-Large Type
3/17/2023	Cengage Learning Inc/Gale	\$61.47	Books-Large Type
3/22/2023	Cengage Learning Inc/Gale	\$116.25	Books-Large Type
3/23/2023	Cengage Learning Inc/Gale	\$50.03	Books-Large Type
		\$423.32	

Vendor Total:	\$723.32	(Includes \$300.00 from Tech. Serv. Exp.)
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
3/3/2023	Perfection Learning	\$738.87	IASL Award Book Sets

Vendor Total:	\$738.87
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
3/8/2023	Know Buddy Resources	\$43.98	Books-Children's

Vendor Total:	\$43.98
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
3/2/2023	Grey House Publishing	\$179.50	Books-Reference

Vendor Total:	\$179.50
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
3/8/2023	Blackstone Publishing	\$36.00	Sound recordings-Adult
3/22/2023	Blackstone Publishing	\$99.98	Sound recordings-Adult

Vendor Total:	\$135.98
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
3/16/2023	MicroMarketing LLC	\$66.71	Book-Children's
3/28/2023	MicroMarketing LLC	\$30.76	Book-Children's

Vendor Total:	\$97.47
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
3/10/2023	Amazon	\$348.10	Professional Collection; Nail Art Program Supplies
3/10/2023	Amazon	\$9.99	Videorecordings
3/12/2023	Amazon	\$30.86	Videorecordings
3/14/2023	Amazon	\$30.07	Books-Young Adult

Vendor Total:	\$419.02
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Line Item Total:	\$2,831.38
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Expenses Total:	\$3,960.67
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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
3/6/2023	Baker & Taylor	\$5.59	Every Child Ready to Read Grant Materials
3/15/2023	Baker & Taylor	\$17.56	Every Child Ready to Read Grant Materials
		\$23.15	

Vendor Total: \$816.39 *(Includes \$793.24 from Library Capital)*

Trust Funds Total: \$23.15

Grand Total: \$3,983.82

Emmetsburg Public Library

Petty Cash Fund Expenditures

3/2/2023-3/31/2023

001.4010.6508 Postage & Shipping

Date	Employee Purchasing Amount	Description
3/8/2023	Nathan R. E. Clark	\$4.13 Postage
3/24/2023	Nathan R. E. Clark	\$11.07 Postage

Line Item Total: \$15.20

001.4010.6599 Other Supplies

Date	Employee Purchasing Amount	Description
3/8/2023	Nathan R. E. Clark	\$11.75 Program Refreshments
3/8/2023	Nathan R. E. Clark	\$8.85 Program Refreshments
3/12/2023	Kari Gramowski	\$11.74 Program Refreshments
3/15/2023	Kari Gramowski	\$8.98 Program Refreshments
3/15/2023	Nathan R. E. Clark	\$43.39 Program Supplies/Refreshments
3/22/2023	Etsy	\$4.28 Crafting Supplies
3/22/2023	Amazon	\$22.46 Crafting Supplies
3/24/2023	Nathan R. E. Clark	\$24.98 Coloring Contest Prizes

Line Item Total: \$136.43

Petty Cash Total: \$151.63