

## Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

Emmetsburg Public Library

5:00 p.m., Tuesday, June 20, 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, June 20, 2023, in the Conference Room 14 of the Emmetsburg Public Library. Trustees present were: Merrill, Sue Brown, Joel Hoyman, Vice President Jacob Neff, Jan Stillman, Marilyn Carlstrom, and Joe Veltri. Trustees 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, 7-0.

**Minutes Approval:** The minutes of the May 2023 meeting were prepared by Library Director Clark in advance of the meeting. Trustee Stillman made a motion to approve the minutes of the May 2023 meeting. The motion was seconded by Trustee Carlstrom and carried, 7-0.

**Bill Approval:** The expenses for the month of May 2023 were read by Library Director Clark. Trustee Veltri moved to approve the expenses of May 2023, which was seconded by Vice President Neff and carried, 7-0.

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

**Correspondence:** No correspondence was presented at the meeting.

**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 told the trustees that the tax records scanning project had begun and was proceeding better than was expected. Three volunteers had worked on the project to date and had a few years' worth of tax records already imaged. He said that if the pace can be maintained, then the imaging phase of the project is in good shape, which will help to free up the room where they are being stored.

Clark reported that the library is at a crossroads once again regarding disc repair machines. The library has owned several over the past 15 years. He said that they used to wait for complaints about a disc to repair it, but that they had begun to evaluate each disc upon return. He said that most discs showed a need for some level of polishing. The library has two working disc polishers, but both are now broken in some fashion or not working well. He said that the company the library buys them through is offering a promotion where they are giving away a free machine like the library is currently using with the

purchase of a more expensive and capable model. Clark stated that the library had owned one like it, as well, in the past. He proposed using Capital Improvement funds to purchase the two-machine deal. Trustee Veltri made a motion to purchase the two disc repair machines using CI-Revolving funds as available. The motion was seconded by Trustee Stillman and carried, 7-0

Clark reminded the trustees of all the programs going on at the library for the Summer Reading Program in June and July he highlighted some of the upcoming programs.

**Unfinished Business:**

The policy up for review, the Staff Education and Development policy Policy, was given its second reading. No changes were made at the last meeting, and no changes were suggested. Trustee Stillman made a motion to accept the second reading of the Tornado and Thunderstorm Policy. The motion was seconded by Vice President Neff and carried, 7-0.

**New Business:** The policy up for review, the Fire Policy, was given its first reading. No changes were suggested. Trustee Veltri made a motion to accept the first reading of the Fire Policy. Trustee Carlstrom seconded the motion. The motion carried, 7-0.

The policy up for review, the Active Shooter Policy, was given its first reading. No changes were suggested. Trustee Hoyman made a motion to accept the first reading of the Active Shooter Policy. Vice President Neff seconded the motion. The motion carried, 7-0.

The policy up for review, the Unresponsive Library Patron or Employee Policy, was given its first reading. Language was changed to not imply the library director had the responsibility of notifying next-of-kin. Trustee Veltri made a motion to approve the first reading of the Unresponsive Library Patron or Employee Policy as amended, which was seconded by Vice President Neff and carried, 7-0.

For the Board Education Module, the board watched the third installment of "Boardroom 2022: Policy Watch: Policy Topics "Lost and Found." The recording was paused at the 52:16 mark.

Lastly, the board conducted its Election of Officers for FY2024. All incumbents were returned to their offices: President Kathy Merrill, Vice President Jacob Neff, and Library Director serving in the capacity of Secretary.

**Agenda Items for Next Meeting:** Committee assignments

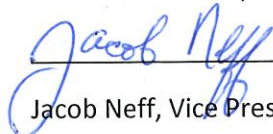
**Adjourn:** President Merrill asked for a motion to adjourn the meeting, which was made by Trustee Brown, seconded by Trustee Veltri, and carried, 7-0. The meeting was adjourned at 6:21 p.m. The next meeting of the Board of Trustees is scheduled for Tuesday, July 18, 2023 at 5:00 p.m. in Room 14 Conference Room of the Emmetsburg Public Library.

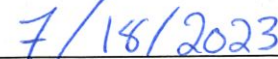
Respectfully submitted,

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Nathan R. E. Clark, secretary pro tem

Date

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Jacob Neff, Vice President, Board of Trustees

 \_\_\_\_\_  
Date

# Emmetsburg Public Library

## Expenditures for the month of June 2023

### 001.4010.6220 Subscriptions & Educa. Materials

Date	Vendor	Amount	Description
6/1/2023	Booklist	\$184.95	One-year subscription

<b>Vendor Total:</b>	<b>\$184.95</b>
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<b>Line Item Total:</b>	<b>\$184.95</b>
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### 001.4010.6240 Meetings & Conferences

Date	Vendor	Amount	Description
6/23/2023	ELM USA Inc.	\$85.99	Disc Repair Machine Consumable Supplies

<b>Vendor Total:</b>	<b>\$85.99</b>
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### 001.4010.6240 Meetings & Conferences

Date	Vendor	Amount	Description
6/1/2023	Swank Movie Licensing USA	\$247.00	Public Performance Site License-Motion Pictures

<b>Vendor Total:</b>	<b>\$247.00</b>
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### 001.4010.6240 Meetings & Conferences

Date	Vendor	Amount	Description
6/24/2023	Des Moines Register	\$26.00	Newspaper Subscription-7/1/23-7/31/23 Service

<b>Vendor Total:</b>	<b>\$26.00</b>
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### 001.4010.6240 Meetings & Conferences

Date	Vendor	Amount	Description
6/30/2023	Ruthven Zipcode	\$31.00	Newspaper Subscription-One-year

<b>Vendor Total:</b>	<b>\$31.00</b>
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<b>Line Item Total:</b>	<b>\$389.99</b>
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### 001.4010.6373 Telecommunications Expense

Date	Vendor	Amount	Description
6/22/2022	Windstream Iowa Communications	\$138.56	2 Telephone lines + long distance service

<b>Vendor Total:</b>	<b>\$138.56</b>
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<b>Line Item Total:</b>	<b>\$138.56</b>
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**001.4010.6402 Advertising Expense**

Date	Vendor	Amount	Description
4/26/2022	Emmetsburg Reporter-Democrat	\$115.00	Visitor's Guide Advertisement

<b>Vendor Total:</b>	<b>\$115.00</b>
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<b>Line Item Total:</b>	<b>\$115.00</b>
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**001.4010.6504 Minor Equipment**

Date	Vendor	Amount	Description
6/5/2023	Loffler	\$219.68	Toner Contract

<b>Vendor Total:</b>	<b>\$219.68</b>
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**001.4010.6504 Minor Equipment**

Date	Vendor	Amount	Description
6/14/2023	Spencer Office Supplies	\$15.12	Legal Paper-1 Ream

<b>Vendor Total:</b>	<b>\$15.12</b>
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<b>Line Item Total:</b>	<b>\$234.80</b>
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**001.4010.6508 Postage & Shipping**

Date	Vendor	Amount	Description
6/6/2023	Tumbleweed Press Inc.	\$699.00	TumbleBooks Online Animated Talking Ebooks Sub.

<b>Vendor Total:</b>	<b>\$699.00</b>
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<b>Line Item Total:</b>	<b>\$699.00</b>
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**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
6/5/2023	Baker & Taylor	\$191.12	Books-Adult/Young Adult
6/14/2023	Baker & Taylor	\$155.75	Books-Adult
6/16/2023	Baker & Taylor	\$642.99	Books-Adult
6/29/2023	Baker & Taylor	\$1,545.17	Books-Adult
6/29/2023	Baker & Taylor	\$174.28	Books-Adult/Young Adult

<b>Vendor Total:</b>	<b>\$2,709.31</b>
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**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
6/8/2023	Gale/CENGAGE Learning	\$176.73	Books-Large Type
6/21/2023	Gale/CENGAGE Learning	\$61.47	Books-Large Type
6/26/2023	Gale/CENGAGE Learning	\$155.24	Books-Large Type

<b>Vendor Total:</b>	<b>\$393.44</b>
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**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
6/1/2023	Center Point Large Print	\$287.04	Books-Large Type

<b>Vendor Total:</b>	<b>\$287.04</b>
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**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
6/30/2023	Junior Library Guild	\$141.75	Books-Children/Young Adult

<b>Vendor Total:</b>	<b>\$141.75</b>
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**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
6/15/2023	Blackstone Publishing	\$105.58	Sound Recordings-Adult
6/26/2023	Blackstone Publishing	\$67.99	Sound Recordings-Adult

<b>Vendor Total:</b>	<b>\$173.57</b>
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**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
6/21/2023	Playaway Products LLC	\$203.97	Sound Recordings-Adult

<b>Vendor Total:</b>	<b>\$203.97</b>
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**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
6/13/2023	MicroMarketing LLC	\$15.57	Books-Children's
6/29/2023	MicroMarketing LLC	\$19.89	Books-Children's

<b>Vendor Total:</b>	<b>\$35.46</b>
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**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
6/12/2023	Amazon Capital Services	\$46.99	Books-Adult
6/18/2023	Amazon Capital Services	\$27.00	Books-Adult
6/21/2023	Amazon Capital Services	\$381.30	SRP Prizes + Crafting Supplies
6/22/2023	Amazon Capital Services	\$30.14	SRP Prizes
6/28/2023	Amazon Capital Services	\$32.00	Books-Reference

<b>Vendor Total:</b>	<b>\$517.43</b>
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<b>Line Item Total:</b>	<b>\$4,461.97</b>
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<b>Expenses Total:</b>	<b>\$6,224.27</b>
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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
6/27/2023	ISU Extension and Outreach P. A. Co.	\$1,000.00	DECAT Grant Item-Programming

<b>Vendor Total:</b>	<b>\$1,000.00</b>
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<b>Trust Funds Total:</b>	<b>\$1,000.00</b>
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<b>Grand Total:</b>	<b>\$7,224.27</b>
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<h1>Emmetsburg Public Library</h1> <h2>Expenditures for the month of June 2023-Addendum</h2>
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**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
6/8/2023	Blackstone	\$109.55	Sound Recordings-Adult

<b>Vendor Total:</b>	<b>\$109.55</b>
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<b>Line Item Total:</b>	<b>\$109.55</b>
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# Emmetsburg Public Library

## Petty Cash Fund

### for 6/1/23-6/30/2023

**001.4010.6499 Other Contract. Serv.-Enrich Iowa**

Date	Employee Purchasing	Amount	Description
6/7/2023	Nathan R. E. Clark	\$24.60	Program Refreshments
6/8/2023	Nathan R. E. Clark	\$8.55	Disposable Tablecloth Disinfecting Wipes,
6/9/2023	Anna Veltri	\$69.54	Program Refreshments
6/10/2023	Kari Gramowski	\$56.81	SRP Prizes
6/11/2023	Kari Gramowski	\$10.00	Popcorn
6/18/2023	Kari Gramowski	\$3.73	Crafting Supplies
6/21/2023	Kari Gramowski	\$51.17	Crafting Supplies Smoothie Program
6/22/2023	Anna Veltri	\$51.91	Supplies
6/25/2023	Kari Gramowski	\$10.00	Popcorn
6/26/2023	Kari Gramowski	\$3.98	Bottled Water

<b>Line Item Total:</b>	<b>\$290.29</b>
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<b>Petty Cash Total:</b>	<b>\$290.29</b>
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