

Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

Emmetsburg Public Library

5:00 p.m., Tuesday, July 18, 2023

Conference Room 14;

Call to Order: The Emmetsburg Public Library Board of Trustees monthly meeting was called to order by Vice President at 5:00 p.m. on Tuesday, July 18, 2023, in the Conference Room 14 of the Emmetsburg Public Library. Trustees present were: Neff, Sue Brown, Joel Hoyman, Jan Stillman, Marilyn Carlstrom, and Amy Stewart. President Kathy Merrill and trustees Amy Stewart, Joe Veltri, 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 Carlstrom moved to approve the agenda, which was seconded by Trustee Brown. The motion carried, 6-0.

Minutes Approval: The minutes of the June 2023 meeting were not ready at the time of the meeting. Library Director Clark stated that he would be able to finish them while the board views their Board education module. Trustee Stillman moved to table the minutes until the end of the meeting. The motion was seconded by Trustee Carlstrom, and carried, 6-0.

Bill Approval: The expenses for the month of June 2023 were read by Library Director Clark. Trustee Stillman moved to approve the expenses of June 2023, which was seconded by Trustee Hoyman and carried, 6-0.

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

Correspondence: Library Director Clark shared a letter from State Librarian Michael Scott congratulating the library on achieving accreditation valid through June 30, 2026. The letter was accompanied by a certificate.

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 past month had been a very busy one for the library staff, particularly with the number of programs scheduled, including 19 in the previous week.

Clark said that the imaging work on the historical Palo Alto County tax records was continuing at the pace previously reported as was the visible progress.

Clark reported that the disc repair machines discussed at the last meeting had been purchased, received, and were now in service.

Clark reported that the college roof was being worked on in another part of the building, but that it did not sound like they were going to be working on the roof above the library. The trustees expressed an interest in

sending a letter to the college board of trustees. Trustee Brown moved to have Library Director Clark draft a letter to send to the ILCC Board of Trustees. The motion was seconded by Trustee Stillman and carried, 6-0.

Unfinished Business: The policy up for review, the Fire 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 Fire Policy. The motion was seconded by Trustee Hoyman and carried, 6-0.

The policy up for review, the Active Shooter 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 approve the second reading of the Active Shooter Policy, which was seconded by Trustee Stewart and approved, 6-0.

The policy up for review, the Unresponsive Patron or Employee Policy, was given its second reading. It had been changed at the last meeting to not imply the library director was responsible for notifying next-of-kin. No further changes were suggested. Trustee Hoyman made a motion to approve the second reading of the Unresponsive Patron or Employee Policy. Trustee Stewart seconded the motion, which carried, 6-0.

New Business: The policy up for review, the Public Relations Policy, was given its first reading. No changes were suggested. Trustee Stillman made a motion to accept the first reading of the Public Relations Policy. Trustee Hoyman seconded the motion. The motion carried, 6-0.

The policy up for review, the Bomb Threats Policy, was given its first reading. Language directing staff to communicate by gestures was removed. Trustee Stillman made a motion to accept the first reading of the Bomb Threats Policy. Trustee Stewart seconded the motion. The motion carried, 6-0.

The policy up for review, the Gas Leaks Policy, was given its first reading. No changes were suggested. Trustee Hoyman made a motion to approve the first reading of the Gas Leaks Policy, which was seconded by Trustee Carlstrom and carried, 6-0.

For the Board Education Module, the board watched the fourth installment of "Boardroom 2022: Policy Watch: Policy Topics "Lost and Found." The recording was finished

Agenda Items for Next Meeting: Committee assignments

Adjourn: Vice President Neff asked for a motion to adjourn the meeting, which was made by Trustee Brown, seconded by Trustee Hoyman, and carried, 6-0. The meeting was adjourned at 6:18 p.m. The next meeting of the Board of Trustees is scheduled for Tuesday, August 15, 2023 at 5:00 p.m. in Room 14 Conference Room of the Emmetsburg Public Library.

Respectfully submitted,



Nathan R. E. Clark, secretary pro tem



Date



Kathy Merrill, President, Board of Trustees



Date

Emmetsburg Public Library

Expenditures for the month of July 2023

001.4010.6373 Telecommunications Expense

Date	Vendor	Amount	Description
7/21/2023	Windstream Iowa Communications	\$136.32	Telephone lines + long distance service

Vendor Total: \$136.32

Line Item Total: \$136.32

001.4010.6413 Payment to Other Agency 28E

Date	Vendor	Amount	Description
7/7/2023	Iowa Lakes Community College	\$15,000.00	Library Facility Use Fee FY2024

Vendor Total: \$15,000.00

Line Item Total: \$15,000.00

001.4010.6419 Technology Services Expense

Date	Vendor	Amount	Description
7/21/2023	ProQuest LLC	\$1,256.81	FY24 Ancestry.com Library Ed. Subs.

Vendor Total: \$1,256.81

001.4010.6419 Technology Services Expense

Date	Vendor	Amount	Description
7/1/2023	OCLC, Inc.	\$2,414.22	FY2024 Cataloging Subscription

Vendor Total: \$2,414.22

001.4010.6419 Technology Services Expense

Date	Vendor	Amount	Description
7/1/2023	OverDrive, Inc.	\$1,078.26	FY2024 Bridges Content Fee

Vendor Total: \$1,078.26

Line Item Total: \$4,749.29

001.4010.6502 Library Materials

Date	Vendor	Amount	Description
7/24/2023	Des Moines Register	\$12.50	8/1/23-8/31/2023 Service

Vendor Total:	\$12.50
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Line Item Total:	\$12.50
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001.4010.6506 Office Supplies

Date	Vendor	Amount	Description
7/3/2023	Loffler	\$73.15	Toner Contract

Vendor Total:	\$73.15
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001.4010.6506 Office Supplies

Date	Vendor	Amount	Description
7/19/2023	Amazon Capital Services	\$25.01	Pens, Refills
		\$25.01	

Vendor Total: (Vendor Total Split with Library Capital)	
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Line Item Total:	\$98.16
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
7/10/2023	Baker & Taylor	\$279.87	Books-Adult
7/20/2023	Baker & Taylor	\$301.45	Books-Adult

Vendor Total:	\$581.32
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
7/10/2023	Gale/CENGAGE Learning	\$103.31	Books-Large Type
7/20/2023	Gale/CENGAGE Learning	\$61.47	Books-Large Type
7/25/2023	Gale/CENGAGE Learning	\$39.74	Books-Large Type

Vendor Total:	\$204.52
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
7/1/2023	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
7/18/2023	The Penworthy Company LLC	\$443.58	Books-Children's

Vendor Total:	\$443.58
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
7/17/2023	Blackstone Publishing	\$63.18	Sound recordings-Adult

Vendor Total:	\$63.18
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
7/5/2023	Playaway Products LLC	\$72.24	Sound recordings-Adult

Vendor Total:	\$72.24
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
7/3/2023	MicroMarketing LLC	\$16.39	Books-Children's

Vendor Total:	\$16.39
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
7/18/2023	Amazon	\$184.65	Books-Adult
7/25/2023	Amazon	\$29.07	Videorecordings
7/25/2023	Amazon	-\$1.40	Credit Memo
		\$212.32	

Vendor Total:	\$237.33	(Includes \$25.01 from Office Supplies)
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Line Item Total:	\$1,905.60
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Expenses Total:	\$21,901.87
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Please pay the following claims from our Trust Fund-CI-Revolving Funds**167.5901.6608 Trust Fund-Library Funds**

Date	Vendor	Amount	Description
7/7/2023	ELM USA Inc.	\$4,660.00	Disc Repair Machines

Vendor Total:	\$4,660.00
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Trust Funds Total:	\$4,660.00
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Grand Total:	\$26,561.87
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Emmetsburg Public Library

Petty Cash Fund

for 7/1/2023- 7/31/2023

001.4010.6508 Postage & Shipping

Date	Employee	Purchasing Amount	Description
7/27/2023	Nathan R. E. Clark	\$3.72	Postage
7/31/2023	Nathan R. E. Clark	\$13.20	Postage

Line Item Total: \$16.92

001.4010.6599 Other Supplies

Date	Employee	Purchasing Amount	Description
7/7/2023	Kari Gramowski	\$35.59	SRP Prizes
7/9/2023	Kari Gramowski	\$10.00	Popcorn
7/12/2023	Kari Gramowski	\$5.12	Distilled Water
7/14/2023	Kari Gramowski	\$40.00	SRP Prizes
7/15/2023	Kari Gramowski	\$33.19	SRP Prizes
7/21/2023	Kari Gramowski	\$9.45	Food Items
7/25/2023	Nathan R. E. Clark	\$5.12	Distilled Water

Line Item Total: \$138.47

Please reimburse the following receipts from our Trust Fund-Library Funds:

167.5901.6608 Trust Fund-Library Funds

Date	Employee	Purchasing Amount	Description
7/22/2023	Nathan R. E. Clark	\$106.00	Ceramics Program
7/30/2023	Nathan R. E. Clark	\$270.00	Paper Quilling + Origami Programs

Line Item Total: \$376.00

Petty Cash Total: \$531.39