

Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

Emmetsburg Public Library

5:00 p.m., Tuesday, August 15, 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, August 16, 2023, in the Conference Room 14 of the Emmetsburg Public Library. Trustees present were: Merrill, Sue Brown, Joel Hoyman, Jan Stillman, Marilyn Carlstrom, Joe Veltri, and Amy Stewart. Vice President Jacob Neff and trustee 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 July 2023 meeting were provided for the trustees. Trustee Stillman moved to approve the minutes of the July 2023 meeting. The motion was seconded by Trustee Veltri, and carried, 7-0.

Bill Approval: The expenses for the month of July 2023 were read by Library Director Clark. Trustee Stillman moved to approve the expenses of July 2023, which was seconded by Trustee Brown and carried, 7-0.

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

Correspondence: A draft of a letter that was suggested to be written to the President of the Iowa Lakes Board of Trustees at the last meeting of the Board of Trustees was presented. It concerned the state of repairs to the library's leaking roof. Minor changes of wording were suggested. Trustee Stillman moved to approve the letter, and Trustee Veltri seconded the motion. President Merrill signed the letter to be sent.

Board Committees: *Finance & Budget Committee:* The committee has not met since the last Board meeting and has no report. A meeting of the Finance & Budget Committee was scheduled for an hour before the next regular monthly meeting.

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:

Clark said that the imaging work on the historical Palo Alto County tax records was continuing to progress. He said that volunteers are scheduled for every weekday.

Clark reported that the latter part of July saw a downturn in program attendance for the Summer Reading Program. He said that a lot of families seemed to be on vacation during this time. He commented that the overall numbers showed good participation for most of the program, though.

Clark told the trustees that he was taking a class through the University of Wisconsin-Madison titled, "Roll with It... Gaming in Libraries." Clark said that he was finding a great deal of information useful in improving and adding to the library's existing gaming programs. This also includes some practical information like sources of

acquisition that he said he has already taken advantage of. Clark further told the trustees that November was International Games Month, and that he had plans to partner with the college library and the Wellness Center to offer a month full of special programs.

Clark finished by telling the trustees that the start of school would soon be upon us, and that they were looking to do early dismissal day programs again. He said that they had devised a plan to take away the spaces in the library that seem to attract troublemakers. He said that they will get a chance to see how it works September 6th when they have their first 2-hour early dismissal.

Unfinished Business: The policy up for review, the Public Relations 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 Public Relations Policy. The motion was seconded by Trustee Hoyman and carried, 7-0.

The policy up for review, the Bomb Threats Policy was given its second reading. Language directing staff to communicate by gesture was eliminated at the last meeting. No further changes were suggested. Trustee Veltri made a motion to approve the second reading of the Bomb Threats Policy, which was seconded by Trustee Stewart and approved, 7-0.

The policy up for review, the Gas Leaks Policy, was given its second reading. No changes were made at the last meeting, and no changes were suggested. Trustee Brown made a motion to approve the second reading of the Gas Leaks Policy. Trustee Veltri seconded the motion, which carried, 7-0.

New Business: The policy up for review, the Displays and Exhibits Policy, along with its related form, were given their first reading. Language was added in the policy and on the release form to indicate that parents or guardians would sign for minors. Also, the last paragraph of the policy was deleted for being redundant with the Bulletin Boards Policy. Trustee Hoyman made a motion to accept the first reading of the Displays and Exhibits Policy as amended. The motion was seconded by Trustee Stillman and carried, 7-0.

. Trustee Stillman made a motion to accept the first reading of the Public Relations Policy. Trustee Hoyman seconded the motion. The motion carried, 7-0.

For the Board Education Module, the board watched the first in the Library Law Series, "Overview of Library Law," in its entirety.

Agenda Items for Next Meeting: Committee assignments

Adjourn: President Merrill asked for a motion to adjourn the meeting, which was made by Trustee Veltri, seconded by Trustee Carlstrom, and carried, 7-0. The meeting was adjourned at 6:05 p.m. The next meeting of the Board of Trustees is scheduled for Tuesday, September 19, 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
7/1/2023	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 Supply)
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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