

## Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

### Emmetsburg Public Library

5:00 p.m., Tuesday, September 19, 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 5:07 p.m. on Tuesday, September 19, 2023, in the Conference Room 14 of the Emmetsburg Public Library. Trustees present were: Merrill by telephone, Sue Brown, Joel Hoyman, Jan Stillman, and Joe Veltri. Vice President Jacob Neff and trustees Joe Schany, Amy Stewart, and Marilyn Carlstrom 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 Stillman. The motion carried, 5-0.

**Minutes Approval:** The minutes of the August 2023 meeting were provided for the trustees. Trustee Hoyman moved to approve the minutes of the August 2023 meeting. The motion was seconded by Trustee Veltri, and carried, 5-0.

**Bill Approval:** The expenses for the month of August 2023 were read by Library Director Clark. Trustee Stillman moved to approve the expenses of August 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:** The letter sent to the president of the Iowa Lakes Community College Board of Trustees was discussed. Library Director Clark told the trustees that the Iowa Lakes Board was meeting at this same time and that a response may be issued out of their discussion. The trustees asked Clark to reach out to Kyle Norris about the roof and HVAC issues by phone before then.

**Board Committees:** *Finance & Budget Committee:* The committee meeting scheduled for an hour before this meeting was postponed. 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 faster than he thought it would. He stated that he was already planning a second trip to the dump to discard photographed volumes.

Clark showed the trustees the library newsletter that Anna had made. He said that it was a prototype and that it would see further refinement with future issues. The trustees expressed their admiration for the newsletter and offered suggestions to improve it.

Clark told the trustees about the situation with the afterschool programs on early out days. Last school year, bad behavior with overwhelming numbers of children in the library and surroundings prompted a letter to

parents. This year, Clark said, the library wanted to continue offering programs for multiple age groups simultaneously, and that they were employing new strategies to help reduce the opportunities for bad behavior. He said that with the early out days thus far, the strategies appeared to be working, but that there had been quite fewer children in the library than some of the days last year. Clark said that the good weather may be a factor in keeping the children outside. He said that they will continue to employ the strategies as the weather gets colder leading to more children at the library and surroundings on early out days.

Clark presented the quilt that President Merrill had donated to be raffled off for the children's section. Questions arose about needing a license to conduct a raffle. Clark was directed to contact City Hall about what would be necessary.

**Unfinished Business:** The policy up for review, the Displays and Exhibits Policy and its related form were given their second reading. Language had been added on both the policy and the form to indicate that parents would sign for minors. Trustee Stillman made a motion to accept the second reading of the Public Relations Policy. The motion was seconded by Trustee Veltri and carried, 5-0.

**New Business:** The policy up for review, the Personnel Hours Policy, was discussed. Trustee Brown moved to table the first reading until next meeting Trustee Veltri seconded the motion, which carried, 5-0.

The policy up for review, the Confidentiality Policy, was given its first reading. No changes were suggested by Library Director Clark or made by the trustees. Trustee Stillman moved to accept the first reading of the Confidentiality Policy, which was seconded by Trustee Hoyman. The motion carried, 5-0.

For the Board Education Module, the board watched the first half of the next video in the Library Law Series, "Serving Families." It was paused at the 25:48 mark.

**Agenda Items for Next Meeting:** The roof and HVAC issues with the college were set to be added to next meeting's agenda.

**Adjourn:** President Merrill asked for a motion to adjourn the meeting, which was made by Trustee Veltri, seconded by Trustee Stillman, and carried, 5-0. The meeting was adjourned at 6:31 p.m. The next meeting of the Board of Trustees is scheduled for Tuesday, October 17, 2023 at 5:00 p.m. in Room 14 Conference Room of the Emmetsburg Public Library.

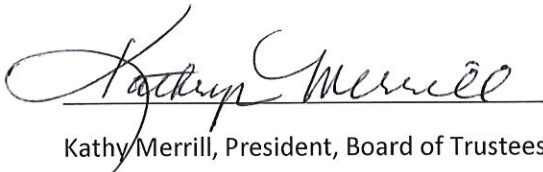
Respectfully submitted,



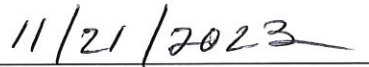
Nathan R. E. Clark, secretary pro tem



Date



Kathy Merrill, President, Board of Trustees



Date

# Emmetsburg Public Library

## Expenditures for the month of August 2023

### 001.4010.6373 Telecommunications Expense

Date	Vendor	Amount	Description
8/22/2023	Windstream Iowa Communications	\$138.43	Telephone lines + long distance service

**Vendor Total: \$138.43**

**Line Item Total: \$138.43**

### 001.4010.6419 Technology Services Expense

Date	Vendor	Amount	Description
7/10/2023	EBSCO Information Services	\$1,657.27	NoveList, Core Collections Database Subscriptions

**Vendor Total: \$1,657.27**

**Line Item Total: \$1,657.27**

### 001.4010.6502 Library Materials

Date	Vendor	Amount	Description
9/5/2023	People	\$44.00	40-Issue Subscription

**Vendor Total: \$44.00**

### 001.4010.6502 Library Materials

Date	Vendor	Amount	Description
9/5/2023	Our Iowa	\$24.98	One-year subscription

**Vendor Total: \$24.98**

### 001.4010.6502 Library Materials

Date	Vendor	Amount	Description
9/5/2023	Iowa History Journal	\$19.95	One-year subscription

**Vendor Total: \$19.95**

### 001.4010.6502 Library Materials

Date	Vendor	Amount	Description
9/5/2023	The Iowan Magazine	\$24.00	One-year subscription

**Vendor Total: \$24.00**

**001.4010.6502 Library Materials**

Date	Vendor	Amount	Description
9/5/2023	The Saturday Evening Post	\$28.00	One-year subscription

<b>Vendor Total:</b>	<b>\$28.00</b>
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<b>Line Item Total:</b>	<b>\$140.93</b>
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**001.4010.6506 Office Supplies**

Date	Vendor	Amount	Description
8/2/2023	Loffler Companies, Inc.	\$56.16	Toner Contract

<b>Vendor Total:</b>	<b>\$56.16</b>
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<b>Line Item Total:</b>	<b>\$56.16</b>
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**001.4010.6507 Operating Supplies**

Date	Vendor	Amount	Description
8/4/2023	ELM USA Inc.	\$376.49	Disc Repair Machines Consumables

<b>Vendor Total:</b>	<b>\$376.49</b>
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<b>Line Item Total:</b>	<b>\$376.49</b>
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**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
8/3/2023	Baker & Taylor	\$146.98	Books-Adult
8/16/2023	Baker & Taylor	\$71.73	Books-Adult
8/17/2023	Baker & Taylor	\$66.38	Books-Children's
8/29/2023	Baker & Taylor	\$185.41	Books-Adult

<b>Vendor Total:</b>	<b>\$470.50</b>
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**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
8/28/2023	CENGAGE Learning Inc/Gale	\$73.50	Books-Large Type
8/29/2023	CENGAGE Learning Inc/Gale	\$22.50	Books-Large Type
8/7/2023	CENGAGE Learning Inc/Gale	\$143.95	Books-Large Type
8/8/2023	CENGAGE Learning Inc/Gale	\$172.44	Books-Large Type
8/8/2023	CENGAGE Learning Inc/Gale	\$140.20	Books-Large Type
8/9/2023	CENGAGE Learning Inc/Gale	\$51.73	Books-Large Type
8/16/2023	CENGAGE Learning Inc/Gale	\$53.23	Books-Large Type
8/17/2023	CENGAGE Learning Inc/Gale	\$61.47	Books-Large Type
8/17/2023	CENGAGE Learning Inc/Gale	\$50.98	Books-Large Type

<b>Vendor Total:</b>	<b>\$770.00</b>
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**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
8/1/2022	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
8/3/2023	Junior Library Guild	\$141.75	Books-Children's/Young Adult
9/1/2023	Junior Library Guild	\$244.78	Books-Children's/Young Adult

<b>Vendor Total:</b>	<b>\$386.53</b>
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**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
8/24/2023	Lookout Books	\$66.85	Books-Children's

<b>Vendor Total:</b>	<b>\$66.85</b>
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**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
8/31/2023	Lakeview Books	\$44.73	Books-Children's

<b>Vendor Total:</b>	<b>\$44.73</b>
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**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
8/8/2023	Blackstone Publishing	\$167.95	Sound recordings-Adult

<b>Vendor Total:</b>	<b>\$167.95</b>
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**001.4010.6770 Library Capital**

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

<b>Vendor Total:</b>	<b>\$72.24</b>
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**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
7/27/2023	MicroMarketing LLC	\$52.69	Sound recordings-Children's
8/10/2023	MicroMarketing LLC	\$31.14	Books-Children's
8/15/2023	MicroMarketing LLC	\$36.84	Sound recordings-Children's
8/17/2023	MicroMarketing LLC	\$16.39	Books-Children's

<b>Vendor Total:</b>	<b>\$137.06</b>
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**001.4010.6770 Library Capital**

<b>Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>
8/9/2023	Amazon Capital Services	\$67.98	Books-Adult
8/20/2023	Amazon Capital Services	\$129.09	Books-Adult/Console Video Game
9/4/2023	Amazon Capital Services	\$7.99	Videorecordings
9/5/2023	Amazon Capital Services	\$789.04	Videorecordings

<b>Vendor Total:</b>	<b>\$994.10</b>
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<b>Line Item Total:</b>	<b>\$3,397.00</b>
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<b>Expenses Total:</b>	<b>\$5,766.28</b>
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**Please pay the following claims from our Trust Fund-Library Funds:****167.5901.6608 Trust Fund-Library Funds**

<b>Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>
3/25/2023	Jillann Gabrielle	\$600.00	Performance Fee

<b>Vendor Total:</b>	<b>\$600.00</b>
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<b>Trust Funds Total:</b>	<b>\$600.00</b>
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<b>Grand Total:</b>	<b>\$6,366.28</b>
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# Emmetsburg Public Library

## Petty Cash Fund

### Expenditures for Aug. 1-Sept. 1, 2023

001.4010.6508 Postage & Shipping			
Date	Employee	Purchasing Amount	Description
8/8/2023	Nathan R. E. Clark	\$13.20	Postage

**Line Item Total:           \$13.20**

001.4010.6599 Other Supplies			
Date	Employee	Purchasing Amount	Description
8/5/2023	Kari Gramowski	\$29.24	SRP Prizes
8/7/2023	Kari Gramowski	\$12.00	Popcorn
			Creative Writing Contest Prize, Program
8/10/2023	Anna Veltri	\$61.16	Refreshments
8/19/2023	Nathan R. E. Clark	\$5.12	Distilled water
8/30/2023	Nathan R. E. Clark	\$16.00	Program Refreshments
9/1/2023	Nathan R. E. Clark	\$7.68	Distilled water

**Line Item Total:           \$131.20**

**Petty Cash Total:         \$144.40**