

Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

Emmetsburg Public Library

5:00 p.m., Tuesday, October 17, 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, October 17, 2023, in the Conference Room 14 of the Emmetsburg Public Library. Trustees present were: Sue Brown, Joe Veltri, Joel Hoyman, and Marilyn Carlstrom. President Merrill joined by telephone. 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, 5-0.

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

Bill Approval: The expenses for the month of September 2023 were read by Library Director Clark. Trustee Veltri moved to approve the expenses of September 2023, which was seconded by Trustee Brown and carried, 5-0.

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

Correspondence: A memo from Megan Jones at City Hall was presented concerning the the 2023 PACGDC Grants. With the city's internal deadlines, any mini grant application the library submits must be turned in directly after the next board meeting. Discussion of the grant is on the agenda under New Business.

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. It was agreed that Library Director Clark would follow up with Joe Schany and Amy Stewart about their status on the board.

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

Library Director's Report:

Library Director Clark talked about the month of programming planned for November in celebration of International Games Month. He also shared the Reading Dragons program with them, which is a collaboration with the college library where trading cards are given out to readers as prizes. The program will run throughout the period outside of the Summer Reading Program. He said that Kat Rogers, the college's newest employee was instrumental in bringing the program about.

Clark reminded the trustees that there would be a return visit of Jillann Gabrielle performing her newest one-woman show, *Lucy!* on Tuesday, November 7th. He encouraged the trustees to attend and to help spread the word.

Unfinished Business: The policy up for review, the Personnel Hours Policy was given its first reading. It had been tabled at the last meeting. No changes were suggested. Trustee Hoyman made a motion to accept the first reading of the Personnel Hours Policy. The motion was seconded by Trustee Veltri and carried, 5-0.

The policy up for review, the Confidentiality Policy was given its second reading. No changes were made at the last meeting, and no changes were suggested. Trustee Hoyman made a motion to accept the second reading of the Confidentiality Policy. The motion was seconded by Trustee Brown and carried, 5-0.

New Business:

Three grant opportunities were discussed: the Early Childhood North Central Iowa Literacy Grants, the Palo Alto County Gaming Development Corporation Grants for 2023, and the Kossuth Cluster Community Partnership for Protecting Children. Library Director Clark laid out his plans for these requests. He wanted to apply for various items to enhance programs and collections for children aged 0-5 for the ECNCI Grant, as that was the purview of the grant. He wanted to request a package of video game consoles, video games, board games, and role playing game items to enhance the library's gaming programs. Clark said that the DCAT grant would be the ideal opportunity to do something with the afterschool food programming that was included in the Long Range Plan.

Library Director Clark and President Merrill gave a review of their meeting with the ILCC President and Vice President. They stated that they felt listened to, and that ILCC was willing to devote a grant request to attempting to fix the roof. However, this puts the soonest the issue is resolved at the Summer of 2024.

For the Board Education Module, the board watched the next in the Library Law Series, "Serving Families, Part two, in its entirety.

Adjourn: President Merrill asked for a motion to adjourn the meeting, which was made by Trustee Veltri, seconded by Trustee Carlstrom, and carried, 5-0. The meeting was adjourned at 6:05 p.m. The next meeting of the Board of Trustees is scheduled for Tuesday, November 21, 2023 at 5:00 p.m. in Room 14 Conference Room of the Emmetsburg Public Library.

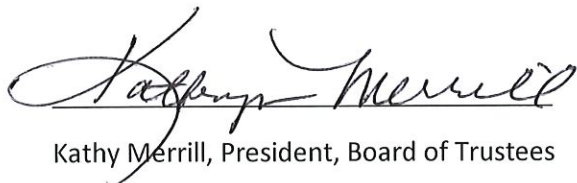
Respectfully submitted,



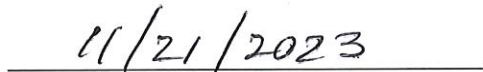
Nathan R. E. Clark, secretary pro tem



Date



Kathy Merrill, President, Board of Trustees



Date

Emmetsburg Public Library

Expenditures for the month of September 2023

001.4010.6373 Telecommunications Expense

Date	Vendor	Amount	Description
10/3/2023	The Horn Book Magazine	\$49.00	One-year subscription

Vendor Total: \$49.00

001.4010.6373 Telecommunications Expense

Date	Vendor	Amount	Description
10/3/2023	School Library Journal	\$89.00	One-year subscription

Vendor Total: \$89.00

Line Item Total: \$138.00

001.4010.6373 Telecommunications Expense

Date	Vendor	Amount	Description
9/21/2023	Windstream Iowa Communications	\$138.48	Telephone lines + long distance service

Vendor Total: \$138.48

Line Item Total: \$138.48

001.4010.6502 Library Materials

Date	Vendor	Amount	Description
10/3/2023	Consumer Reports	\$32.10	One-Year Subscription

Vendor Total: \$32.10

001.4010.6502 Library Materials

Date	Vendor	Amount	Description
10/3/2023	Architectural Digest	\$29.99	One-Year Subscription

Vendor Total: \$29.99

001.4010.6502 Library Materials

Date	Vendor	Amount	Description
8/29/2023	Elle Décor	\$21.37	One-Year Subscription

Vendor Total: \$21.37

001.4010.6502 Library Materials

Date	Vendor	Amount	Description
10/3/2023	The New Yorker	\$52.00	One-Year Subscription

Vendor Total:	\$52.00
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001.4010.6502 Library Materials

Date	Vendor	Amount	Description
10/3/2023	The New Republic	\$19.99	One-Year Subscription

Vendor Total:	\$19.99
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001.4010.6502 Library Materials

Date	Vendor	Amount	Description
10/3/2023	National Wildlife Federation	\$15.00	Ranger Rick Dinosaurs One-Year Subscription

Vendor Total:	\$15.00
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001.4010.6502 Library Materials

Date	Vendor	Amount	Description
10/3/2023	Poets & Writers	\$15.00	One-Year Subscription

Vendor Total:	\$15.00
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Line Item Total:	\$185.45
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001.4010.6506 Office Supplies

Date	Vendor	Amount	Description
9/7/2023	Loffler	\$45.32	Monthly Toner Contract

Vendor Total:	\$45.32
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001.4010.6506 Office Supplies

Date	Vendor	Amount	Description
9/5/2023	JCL Solutions	\$48.90	Copy paper

Vendor Total:	\$48.90
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001.4010.6506 Office Supplies

Date	Vendor	Amount	Description
9/13/2023	Amazon Capital Services	\$29.97	Flourescent Labels
		\$29.97	

Vendor Total: (Split Vendor Total with Library Capital)	
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Line Item Total:	\$124.19
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
8/28/2023	Baker & Taylor	\$6.59	Books-Children's
9/5/2023	Baker & Taylor	\$586.59	Books-Adult/Young Adult
9/13/2023	Baker & Taylor	\$25.75	Books-Children's
9/18/2023	Baker & Taylor	\$237.24	Books-Adult/Young Adult
9/22/2023	Baker & Taylor	\$130.22	Books-Adult

Vendor Total:	\$986.39
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
9/6/2023	Gale/CENGAGE Learning	\$51.73	Books-Large Type
9/11/2023	Gale/CENGAGE Learning	\$115.46	Books-Large Type
9/11/2023	Gale/CENGAGE Learning	\$146.20	Books-Large Type
9/12/2023	Gale/CENGAGE Learning	\$198.68	Books-Large Type
9/20/2023	Gale/CENGAGE Learning	\$53.53	Books-Large Type
9/21/2023	Gale/CENGAGE Learning	\$51.73	Books-Large Type
9/21/2023	Gale/CENGAGE Learning	\$61.47	Books-Large Type
9/26/2023	Gale/CENGAGE Learning	\$100.50	Books-Large Type

Vendor Total:	\$779.30
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
9/1/2023	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
9/13/2023	Book Look	\$332.24	Books-Adult

Vendor Total:	\$332.24
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
10/3/2023	Junior Library Guild	\$244.78	Books-Children's/Young Adult

Vendor Total:	\$244.78
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
9/7/2023	MidAmerica Books	\$51.85	Books-Children's

Vendor Total:	\$51.85
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
6/27/2023	Tall Girl Publishing	\$87.95	Books-Children's
8/22/2023	Tall Girl Publishing	\$31.98	Books-Children's

Vendor Total:	\$119.93
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
9/27/2023	Penworthy Company LLC	\$235.72	Books-Children's 1527

Vendor Total:	\$235.72
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
9/8/2023	Blackstone Publishing	\$185.55	Sound recordings-Adult

Vendor Total:	\$185.55
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
9/5/2023	MicroMarketing LLC	\$53.99	Sound Recordings-Children's
9/5/2023	MicroMarketing LLC	\$33.56	Books-Children's
9/19/2023	MicroMarketing LLC	\$15.57	Books-Children's
9/21/2023	MicroMarketing LLC	\$14.75	Books-Children's

Vendor Total:	\$117.87
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Line Item Total:	\$3,340.67
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Expenses Total:	\$3,925.79
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Please pay the following claims from our Trust Fund-Library Funds:

001.4010.6770 Library Capital

Date	Vendor	Amount	Description
9/5/2023	Amazon	\$679.27	Videorecordings
9/6/2023	Amazon	\$722.05	Videorecordings
9/6/2023	Amazon	\$38.66	Videorecordings
9/8/2023	Amazon	\$194.69	Videorecordings
9/12/2023	Amazon	\$17.99	Videorecordings
9/12/2023	Amazon	-\$17.99	Credit Memo
			Console Video
9/13/2023	Amazon	\$71.23	Games/Videorecordings
9/16/2023	Amazon	\$106.30	Videorecordings
9/20/2023	Amazon	\$47.95	Videorecordings
9/26/2023	Amazon	\$42.98	Videorecordings
9/29/2023	Amazon	-\$1.00	Credit Memo
9/29/2023	Amazon	-\$0.33	Credit Memo
9/29/2023	Amazon	\$138.09	Videorecordings
10/1/2023	Amazon	\$339.47	Console Video Games
			Books-Adult/ Console Video
10/3/2023	Amazon	\$122.93	Games
		\$2,502.29	

Vendor Total:	\$2,532.26	<i>(Includes \$29.97 from Office Supplies)</i>
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Trust Funds Total:	\$2,502.29
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Expenses Total:	\$6,428.08
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Emmetsburg Public Library

Petty Cash Fund

Expenditures for Sept. 1-30, 2023

001.4010.6508 Postage & Shipping

Date	Employee	Purchasing Amount	Description
9/25/2023	Anna Veltri	\$26.40	Postage
9/26/2023	Anna Veltri	\$13.20	Postage

Line Item Total: \$39.60

001.4010.6599 Other Supplies

Date	Employee	Purchasing Amount	Description
8/15/2023	Kari Gramowski	\$44.60	Popcorn bags- 1/2 case
9/6/2023	Kari Gramowski	\$20.00	Popcorn-Small bag
9/6/2023	Nathan R. E. Clark	\$21.80	Pizza + Creative Writing Program
9/9/2023	Nathan R. E. Clark	\$20.45	Program Refreshments + plates
9/9/2023	Nathan R. E. Clark	\$9.62	Fruit Snacks
9/18/2023	Kari Gramowski	\$4.00	Apple Program
9/20/2023	Kari Gramowski	\$3.88	Program Refreshments
9/20/2023	Anna Veltri	\$13.00	Interactive Movie Program

Line Item Total: \$137.35

001.4010.6507 Operating Supplies

Date	Employee	Purchasing Amount	Description
9/16/2023	Nathan R. E. Clark	\$5.76	Distilled Water
9/25/2023	Nathan R. E. Clark	\$5.12	Distilled Water

Line Item Total: \$10.88

Petty Cash Total: \$187.83