



## Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

Emmetsburg Public Library

5:00 p.m., Tuesday, November 21, 2023

Conference Room 14

**Call to Order:** The Emmetsburg Public Library Board of Trustees regular monthly meeting was called to order by President Kathy Merrill at 5:07 p.m. on Tuesday, November 21, 2023, in the Conference Room 14 of the Emmetsburg Public Library. Trustees present were Merrill, Sue Brown, Joe Schany, Jacob Neff, and Joel Hoyman. Trustees Marilyn Carlstrom and Joe Veltri were absent.

**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 Vice President Neff and carried, 5-0.

**Minutes Approval:** The minutes of the October 2023 meeting were provided for the trustees. Trustee Hoyman made a motion to approve the minutes of the October 2023 meeting. The motion was seconded by Vice President Neff and carried, 5-0.

**Bill Approval:** The expenses for the month of October 2023 were read by Library Director Clark. Vice President Neff moved to approve the expenses for the month of October 2023. The motion was seconded by Trustee Schany and carried, 5-0.

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

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

**Board Committees:** *Finance & Budget Committee:* The committee met prior to the meeting. President Merrill reported that the budget draft will be on the agenda for approval at the next meeting of the Board of Trustees. Merrill discussed exploring a salary adjustment for Library Director Clark after having discovered how low our library ranks in terms of director salary among its peer group of libraries in Iowa. She said that she felt it was important to keep the wage competitive. Since Emmetsburg fell right in the middle of the peer group based on population served and since Clark has been in the position for over 20 years, she said that she felt Emmetsburg should rank higher than the 25<sup>th</sup> percentile.

*Recruitment & Orientation:* Library Director Clark stated that the mayor had been presented with the names of two suggestions to fill the rural representative seat vacated by Jan Stillman and the seat vacated by Amy Stewart. Names were

gathered to provide the mayor as a suggestion to fill the seat Marilyn Carlstrom will be vacating.

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

**Library Director's Report:** Library Director Clark thanked all the trustees who came to the *Lucy!* one-woman show. He said that he was very pleased with the attendance of 46 people at the show and that he received good feedback from the attendees.

Clark shared with the trustees that there was a problem with the current PACGDC grant. He said that the new bid he received from the vendor for a loveseat was for \$1,200 plus \$800 freight, which he said he did not think was worth it for the one piece. He said that he called the PACGDC office and obtained permission to buy more of the other components of the grant up to the awarded amount.

Clark told the trustees that Sandy Pelzer would be offering regular office hours at the library as a social worker. She would begin on Monday December 4<sup>th</sup>, and work out of the library from 10:00 a.m. to 4:00 p.m. Clark stated that he was very excited for the library to have this, and that it came out of networking at the Palo Alto County Community Connections Coalition.

Clark stated that the Kossuth Cluster Community Partnership for Protecting Children is offering mini grants to organizations that focus on programming and partnerships that protect and/or empower at-risk and vulnerable children and families. He mentioned that this would be an excellent opportunity to create an afterschool program that would fulfill the life skill lesson/food preparation activity on the Long Range Plan.

Clark told the trustees that both he and Anna Veltri were enrolled in courses through Library Juice Academy. He was enrolled in *Python for Librarians* and Anna was enrolled in *Family Service Partnerships and Outreach Programs*.

Clark told the trustees that Trudy Huskamp Peterson had arranged a meeting with him in the past week to discuss historical township-level records found at the Independence Township schoolhouse that had been moved to the Palo Alto County Fairgrounds. She was hoping that the library would be willing to add them to the collection and help with a grant project to have them preserved and digitized. She, being a trained and seasoned archivist, offered to provide the archival description of the small collection in return. She also offered to provide the description of the ongoing tax records collection. After discussion, the trustees suggested allowing the records to be put in the queue of things to be digitized with the tax records when Huskamp Peterson returned to the area in March. At that time, it could be better assessed whether the library was a suitable permanent location for the items.

Lastly, Clark asked the Trustees for a variance of the library's policies for the library to be closed Saturday, December 23<sup>rd</sup> since Christmas Eve was falling on a Sunday. Clark stated that he felt the library could remain open Saturday, December 30<sup>th</sup>. Vice President Neff made a motion for the library to closed on December 23<sup>rd</sup> in observance of Christmas Eve Day. Trustee Hoyman seconded the motion, which carried, 5-0.

**Unfinished Business:** The policy up for review, the *Personnel Hours Policy*, was given its second reading. No changes were made at the last meeting and no changes were suggested. Trustee

Schany moved to approve the second reading of the *Personnel Hours Policy*. The motion was seconded by Trustee Brown and carried, 5-0.

The grant submission to the Palo Alto County Gaming Development Corporation for 2023 was discussed. Library Director Clark presented the grant project as suggested at the last meeting: a grant to purchase video game consoles, video games and other games like board games and role playing games for the library's collection and programs. Trustee Sue Brown made a motion to apply for a Mini Grant from PACGDC for "Gaming in Libraries Enhancement" in the amount of \$4,553.33. Vice President Jacob Neff seconded. Motion carried.

The upcoming raffle of the Dr. Seuss quilt donated by President Merrill was discussed. Library Director Clark said that all was ready with the gaming license to hold a raffle. After discussion of the pricing, Vice President Neff made a motion to offer the tickets at a price of 1 for \$5.00, 3 for \$10.00, and 7 for \$20.00 for a drawing to be held on Dr. Seuss Day, March 2<sup>nd</sup>. Trustee Hoyman seconded the motion, which carried, 5-0.

**New Business:** The policy up for review, the *Privacy Policy*, was given its first reading. No changes were suggested. Trustee Hoyman moved to approve the first reading of the *Privacy Policy*, which was seconded by Vice President Neff and carried, 5-0.

The policy up for review, the *Customer Service Policy*, was given its first reading. No changes were suggested. Trustee Schany made a motion to approve the first reading of the *Customer Service Policy*. Trustee Hoyman seconded the motion, which carried, 5-0.

For the board education module, the Board watched *Lunch with the State Library: People's Law Library* in its entirety.

**Agenda Items for Next Meeting:** The Finance & Budget Committee's final FY25 Budget Draft and distributing raffle tickets for the Dr. Seuss raffle were mentioned as item's for next meeting's agenda.

**Upcoming meetings:** The next meeting of the Emmetsburg Public Library Board of Trustees was set for Tuesday, December 19, 2023 at 5:00 p.m. in Room 14 Conference Room of the Emmetsburg Public Library.

**Adjourn:** President Merrill asked for a motion to adjourn the meeting. Vice President Neff moved to adjourn, which was seconded by Trustee Schany. The motion carried, 5-0. The meeting was adjourned at 6:25 p.m.

Respectfully submitted,



Nathan R. E. Clark, secretary pro tem



Date



Kathryn Merrill, President, Board of Trustees



Date

# Emmetsburg Public Library

## Expenditures for the month of October 2023

### 001.4010.6210 Dues & Memberships

Date	Vendor	Amount	Description
11/2/2023	Palo Alto County Library Association	\$30.00	Annual Dues

<b>Vendor Total:</b>	<b>\$30.00</b>
----------------------	----------------

<b>Line Item Total:</b>	<b>\$30.00</b>
-------------------------	----------------

### 001.4010.6230 Training

Date	Vendor	Amount	Description
10/27/2023	Library Juice Academy	\$400.00	Tuition-Nathan & Anna

<b>Vendor Total:</b>	<b>\$400.00</b>
----------------------	-----------------

<b>Line Item Total:</b>	<b>\$400.00</b>
-------------------------	-----------------

### 001.4010.6373 Telecommunications Expense

Date	Vendor	Amount	Description
10/23/2023	Windstream Iowa Communications	\$139.45	Telephone lines + long distance service

<b>Vendor Total:</b>	<b>\$139.45</b>
----------------------	-----------------

<b>Line Item Total:</b>	<b>\$139.45</b>
-------------------------	-----------------

### 001.4010.6419 Technology Services Expense

Date	Vendor	Amount	Description
5/15/2023	OCLC, Inc.	-\$192.98	Overpayment-Credit
11/1/2023	OCLC, Inc.	\$368.66	Yearly WebDewey Subscription

<b>Vendor Total:</b>	<b>\$175.68</b>
----------------------	-----------------

### 001.4010.6419 Technology Services Expense

Date	Vendor	Amount	Description
10/13/2023	World Trade Press	\$365.21	Global Road Warrior/AtoZ the USA Databases Yearly Subscription

<b>Vendor Total:</b>	<b>\$365.21</b>
----------------------	-----------------

**Line Item Total:**

**\$540.89**

**001.4010.6502 Library Materials**

Date	Vendor	Amount	Description
10/24/2023	Des Moines Register	\$13.00	Monthly Payment

<b>Vendor Total:</b>	<b>\$13.00</b>
----------------------	----------------

**001.4010.6502 Library Materials**

Date	Vendor	Amount	Description
7/26/2023	Harper's Magazine	\$17.97	One-Year Subscription

<b>Vendor Total:</b>	<b>\$17.97</b>
----------------------	----------------

**001.4010.6502 Library Materials**

Date	Vendor	Amount	Description
11/2/2022	The New York Review of Books	\$49.00	One-Year Subscription

<b>Vendor Total:</b>	<b>\$49.00</b>
----------------------	----------------

<b>Line Item Total:</b>	<b>\$79.97</b>
-------------------------	----------------

**001.4010.6506 Office Supplies**

Date	Vendor	Amount	Description
10/4/2023	Spencer Office Supplies	\$48.90	Copy Paper

<b>Vendor Total:</b>	<b>\$48.90</b>
----------------------	----------------

**001.4010.6506 Office Supplies**

Date	Vendor	Amount	Description
10/5/2023	Loffler	\$95.44	Toner Contract

<b>Vendor Total:</b>	<b>\$95.44</b>
----------------------	----------------

<b>Line Item Total:</b>	<b>\$144.34</b>
-------------------------	-----------------

**001.4010.6507 Operating Supplies**

Date	Vendor	Amount	Description
10/9/2023	North Iowa Libraries Collaborating	\$125.00	Barcode Labels

<b>Vendor Total:</b>	<b>\$125.00</b>
----------------------	-----------------

<b>Line Item Total:</b>	<b>\$125.00</b>
-------------------------	-----------------

**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
9/26/2023	Baker & Taylor	\$8.54	Books-Children's
10/3/2023	Baker & Taylor	\$324.47	Books-Adult
10/11/2023	Baker & Taylor	\$90.62	Books-Adult
10/17/2023	Baker & Taylor	\$410.75	Books-Young Adult
10/23/2023	Baker & Taylor	\$9.11	Books-Children's
10/25/2023	Baker & Taylor	\$408.22	Books-Adult

<b>Vendor Total:</b>	<b>\$1,251.71</b>
----------------------	-------------------

**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
10/9/2023	Gale/CENGAGE Learning	\$84.72	Books-Large Type
10/9/2023	Gale/CENGAGE Learning	\$167.94	Books-Large Type
10/10/2023	Gale/CENGAGE Learning	\$116.96	Books-Large Type
10/11/2023	Gale/CENGAGE Learning	\$51.73	Books-Large Type
10/13/2023	Gale/CENGAGE Learning	\$43.49	Books-Large Type
10/18/2023	Gale/CENGAGE Learning	\$53.98	Books-Large Type
10/19/2023	Gale/CENGAGE Learning	\$51.73	Books-Large Type
10/19/2023	Gale/CENGAGE Learning	\$61.47	Books-Large Type
10/26/2023	Gale/CENGAGE Learning	\$27.00	Books-Large Type
10/27/2023	Gale/CENGAGE Learning	\$66.74	Books-Large Type

<b>Vendor Total:</b>	<b>\$725.76</b>
----------------------	-----------------

**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
10/1/2023	Center Point Large Print	\$287.04	Books-Large Type

<b>Vendor Total:</b>	<b>\$287.04</b>
----------------------	-----------------

**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
11/1/2023	Junior Library Guild	\$141.75	Books-Children's/Young Adult

<b>Vendor Total:</b>	<b>\$141.75</b>
----------------------	-----------------

**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
10/27/2023	Pumpkin People & Produce	\$14.09	Books-Adult

<b>Vendor Total:</b>	<b>\$14.09</b>
----------------------	----------------

**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
10/16/2023	Iowa Poetry Association	\$12.75	Books-Adult

<b>Vendor Total:</b>	<b>\$12.75</b>
----------------------	----------------

**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
10/9/2023	Blackstone Publishing	\$147.98	Audiobooks-Adult

<b>Vendor Total:</b>	<b>\$147.98</b>
----------------------	-----------------

**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
10/10/2023	MicroMarketing LLC	\$15.57	Books-Children's
10/12/2023	MicroMarketing LLC	\$24.99	Sound Recordings-Children's
10/12/2023	MicroMarketing LLC	\$23.73	Books-Children's
10/17/2023	MicroMarketing LLC	\$15.57	Books-Children's
10/26/2023	MicroMarketing LLC	\$21.99	Sound Recordings-Children's
10/31/2023	MicroMarketing LLC	\$14.75	Books-Children's

<b>Vendor Total:</b>	<b>\$116.60</b>
----------------------	-----------------

**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
10/6/2023	Amazon Capital Services	\$37.78	Books-Adult
			Console Video Games/Books-Adult
10/9/2023	Amazon Capital Services	\$353.66	
10/15/2023	Amazon Capital Services	\$31.45	Videorecordings
10/19/2023	Amazon Capital Services	\$92.94	Books-Adult/Children's
10/19/2023	Amazon Capital Services	\$41.45	Books-Adult
10/20/2023	Amazon Capital Services	\$72.33	Books-Adult
10/24/2023	Amazon Capital Services	\$59.99	Console Video Games
10/24/2023	Amazon Capital Services	-\$0.47	Credit Memo
10/25/2023	Amazon Capital Services	\$40.37	Books-Adult
10/28/2023	Amazon Capital Services	\$103.47	Videorecordings
10/29/2023	Amazon Capital Services	\$117.26	Books-Adult
		<b>\$950.23</b>	

<b>Vendor Total: (Split Vendor Total with Library Capital)</b>	
--	--

<b>Line Item Total:</b>	<b>\$3,647.91</b>
-------------------------	-------------------

<b>Expenses Total:</b>	<b>\$5,107.56</b>
------------------------	-------------------



**Please pay the following claims from our Trust Fund-Library Funds:**

167.5901.6608 Trust Fund-Library Funds

Date	Vendor	Amount	Description
10/24/2023	Amazon Capital	\$180.20 <i>\$180.20</i>	100 Books before Graduation Incentives

<b>Vendor Total:</b>	<b>\$1,130.43</b>	<i>(Includes \$950.23 from Library Capital)</i>
----------------------	-------------------	---

<b>Trust Funds Total:</b>	<b>\$180.20</b>
---------------------------	-----------------

<b>Grand Total</b>	<b>\$5,287.76</b>
--------------------	-------------------

# Emmetsburg Public Library Petty Cash Fund Expenditures for October 1- November 1, 2023

## 001.4010.6508 Postage & Shipping

Date	Employee	Purchasing Amount	Description
10/5/2023	Nathan R. E. Clark	\$6.56	Postage
10/13/2023	Anna Veltri	\$3.92	Postage
10/20/2023	Nathan R. E. Clark	\$17.63	Postage
10/25/2023	Nathan R. E. Clark	\$5.14	Postage

**Line Item Total: \$33.25**

## 001.4010.6507 Operating Supplies

Date	Employee	Purchasing Amount	Description
10/3/2023	Nathan R. E. Clark	\$5.12	Distilled Water
10/12/2023	Nathan R. E. Clark	\$5.12	Distilled Water

**Line Item Total: \$10.24**

## 001.4010.6599 Other Supplies

Date	Employee	Purchasing Amount	Description
10/4/2023	Kari Gramowski	\$20.00	Theatre Popcorn
10/13/2023	Nathan R. E. Clark	\$12.60	Program Refreshments
10/13/2023	Nathan R. E. Clark	\$21.80	Program Refreshments
10/18/2023	Kari Gramowski	\$44.96	Program Refreshments/Supplies
10/20/2023	Nathan R. E. Clark	\$5.00	Dump Fee-Printer
11/1/2023	Kari Gramowski	\$20.00	Theatre Popcorn

**Line Item Total: \$124.36**

**Petty Cash Total: \$167.85**