



Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

Emmetsburg Public Library

5:00 p.m., Tuesday April 16, 2024

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 5:00 p.m. on Tuesday, April 16, 2024 in Conference Room 14 of the Emmetsburg Public Library. Trustees present were Merrill, Sue Brown, Joe Schany, Joel Hoyman, and Chelsea Rouse. Vice President Jacob Neff joined by telephone. Trustees Anne Johnson, Joe Veltri, and Sarah Brugman 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 Vice President Neff and carried, 5-0.

Minutes Approval: The minutes of the March 2024 meeting were provided for the trustees. Trustee Schany made a motion to approve the minutes of the March 2024 meeting. The motion was seconded by Trustee Hoyman and carried, 5-0.

Bill Approval: The expenses for the month of March 2024 were read by Library Director Clark. Trustee Hoyman moved to approve the expenses for the month of March 2024. The motion was seconded by Trustee Brown and carried, 5-0.

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

Trustee Rouse arrived at 5:10 p.m.

Correspondence: Library Director Clark presented a Letter of Agreement with the State Library of Iowa concerning the Enrich Iowa program. He explained that Enrich Iowa was a blanket term for Direct State Aid, Interlibrary Loan Reimbursement and Open Access (statewide library card reciprocal borrower program). He said the library participates in all three of these.

Clark also presented the board a copy of the letter sent to parents from the library, Wellness Center and college, jointly. The letter appealed to parents to help with the behavior issues that have been occurring after school, particularly on days of early dismissal.

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 gave a summary of the National Library Week activities that were held. He said that he was pleased with the attendance at all the events, not just the big shows.

Clark informed the trustees of an online continuing education opportunity from the State Library of Iowa on April 18th. This event is part of the popular Boardroom series. He said that trustees can register for it via IA Learns.

Clark informed the trustees of changes being made to the library's telephone system, which is integrated with the college system. He talked about the history of how the current arrangement came to be, and that it appeared that the library could get rid of its account with Windstream, and instead port it's main number to a cell carrier, which would, in turn, forward to a call queue number provided by the college. This would be done only to preserve the library's legacy number. The fax line would be replaced by an Internet appliance device that could be connected to the fax machine.

President Merrill wondered if the library could obtain a fax number from the college like the call queue number. Clark said that he had not thought to ask as the development of the call queue number was unexpected, but that he would ask them. Merrill further asked if the legacy number could be dispensed with altogether? Clark stated that he would prefer to keep it in service, as the price for the single line was very reasonable.

President Merrill asked what the proceeds from the Dr. Seuss quilt raffle were being spent on. Library Director Clark said that they had not chosen, yet. He said that he would have the selections available by the next meeting.

Unfinished Business: The policy up for review, the *Freedom to Read Statement* was given its second reading. As this statement is included in the policy manual as guiding philosophy, its passage is all or none; therefore, no changes were made at the last meeting. Trustee Schany moved to approve the second reading of the *Freedom to Read Statement* with no changes. The motion was seconded by Trustee Rouse and carried, 6-0.

The policy up for review, the *Freedom to View Statement* was given its second reading. As this statement is included in the policy manual as guiding philosophy, its passage is all or none; therefore, no changes were made at the last meeting. Trustee Hoyman moved to approve the second reading of the *Freedom to View Statement* with no changes. The motion was seconded by Vice President Neff and carried, 6-0.

The policy up for review, the *Library Bill of Rights* was given its second reading. As this statement is included in the policy manual as guiding philosophy, its passage is all or none; therefore, no changes were made at the last meeting. Trustee Brown moved to approve the second reading of the *Library Bill of Rights* with no changes. The motion was seconded by Trustee Hoyman and carried, 6-0.

New Business: The policy up for review, the *Curbside Services Policy* was given its first reading. Library Director Clark said that this policy originated during the COVID-19 pandemic, but that they continue to offer delivering certain services curbside. Trustee Schany moved to approve the first reading of the *Curbside Services Policy* with no changes. The motion was seconded by Trustee Rouse and carried, 6-0.

The policy up for review, the *Friends of the Library Book Donations Policy* was given its first reading. Library Director Clark said that the policy came about when the Friends group was active, which is not currently the case. He said that he is happy to have the policy in place for a time when they become active again. Trustee Hoyman moved to approve the first reading of the *Friends of the Library Book Donations Policy* with no changes. The motion was seconded by Trustee Rouse and carried, 6-0.

The policy up for review, the *Materials Selection-Collection Development Policy* was given its first reading. Library Director Clark that this was a core policy and required by the state for accreditation. Trustee Brown moved to approve the first reading of the *Materials Selection-Collection Development Policy* with no changes. The motion was seconded by Vice President Neff and carried, 6-0.

For the board education module, Library Director Clark provided an overview of the library's digitized newspaper collection and showed the two sites where various years can be accessed.

Upcoming meetings: The next meeting of the Emmetsburg Public Library Board of Trustees was set for Tuesday, May 21, 2024 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. Trustee Hoyman moved to adjourn, which was seconded by Vice President Neff. The motion carried, 6-0. The meeting was adjourned at 6:11 p.m.

Respectfully submitted,




Nathan R. E. Clark, secretary pro tem



Date



Katryn Merrill, President, Board of Trustees



Date

Emmetsburg Public Library

Expenditures for April 2024

001.4010.6373 Telecommunications Expense			
Date	Vendor	Amount	Description
4/21/2024	T-Mobile	\$9.88	Mobile Number w/ Unlimited Minutes
Vendor Total:		\$9.88	

001.4010.6373 Telecommunications Expense			
Date	Vendor	Amount	Description
4/22/2024	Windstream Iowa Communications	\$144.91	2 Telephone lines + long distance service
Vendor Total:		\$144.91	
Line Item Total:		\$154.79	

001.4010.6414 Printing, Binding & Microfilming			
Date	Vendor	Amount	Description
4/4/2024	HFGGroup, LLC	\$187.50	Binding-2023 Reporter-Democrat
Vendor Total:		\$187.50	
Line Item Total:		\$187.50	

001.4010.6419 Technology Services Expense			
Date	Vendor	Amount	Description
3/27/2024	Cengage Learning Inc / Gale	\$300.00	Gale Virtual Reference Library- Hosting Fee
		\$300.00	
Vendor Total: (Vendor Total split with Library Capital)			
Line Item Total:		\$300.00	

001.4010.6502 Library Materials			
Date	Vendor	Amount	Description
5/3/2024	West Bend Journal	\$34.00	One-year subscription
Vendor Total:		\$34.00	

001.4010.6502 Library Materials

Date	Vendor	Amount	Description
5/3/2024	Graettinger Times	\$31.00	One-year subscription

Vendor Total:	\$31.00
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001.4010.6502 Library Materials

Date	Vendor	Amount	Description
5/3/2024	Birds&Blooms	\$13.89	One-year subscription

Vendor Total:	\$13.89
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001.4010.6502 Library Materials

Date	Vendor	Amount	Description
5/3/2024	Des Moines Register	\$20.08	3/1/2023-5/31/2023 Service

Vendor Total:	\$20.08
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001.4010.6502 Library Materials

Date	Vendor	Amount	Description
5/3/2024	Taste of Home	\$10.70	One-year subscription

Vendor Total:	\$10.70
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Line Item Total:	\$109.67
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001.4010.6506 Office Supplies

Date	Vendor	Amount	Description
4/8/2024	Loffler	\$113.57	Monthly Toner Contract

Vendor Total:	\$113.57
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Line Item Total:	\$113.57
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001.4010.6507 Operating Supplies

Date	Vendor	Amount	Description
4/19/2024	ELM USA Inc.	\$284.95	Disc Repair Machine Consumable Supplies

Vendor Total:	\$284.95
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Line Item Total:	\$284.95
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001.4010.6599 Other Supplies

Date	Vendor	Amount	Description
4/15/2024	iREAD	\$97.10	Summer Reading Program Promotional Mats.

Vendor Total:	\$97.10
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Line Item Total:	\$97.10
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
4/10/2024	Cengage Learning Inc / Gale	\$118.46	Books-Large Type
4/10/2024	Cengage Learning Inc / Gale	\$86.22	Books-Large Type
4/11/2024	Cengage Learning Inc / Gale	\$83.97	Books-Large Type
4/12/2024	Cengage Learning Inc / Gale	\$53.23	Books-Large Type
4/23/2024	Cengage Learning Inc / Gale	\$53.98	Books-Large Type
4/24/2024	Cengage Learning Inc / Gale	\$53.98	Books-Large Type
4/24/2024	Cengage Learning Inc / Gale	\$62.97	Books-Large Type
4/25/2024	Cengage Learning Inc / Gale	\$89.24	Books-Large Type
		\$602.05	

Vendor Total:	\$902.05	Serv. Exp.)
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
4/1/2024	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
5/7/2024	Junior Library Guild	\$141.75	Books-Young Adult & Children's

Vendor Total:	\$141.75
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
4/18/2024	Book Look	\$449.74	Books-Adult

Vendor Total:	\$449.74
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
4/23/2024	MidAmerica Books	\$103.18	Books-Children's

Vendor Total:	\$103.18
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001.4010.6770 Library Capital				
Date	Vendor	Amount	Description	
4/4/2024	The Penworthy Company, LLC	\$192.19	Books-Children's	
Vendor Total:		\$192.19		

001.4010.6770 Library Capital				
Date	Vendor	Amount	Description	
4/16/2024	Grey House Publishing	\$148.50	Reference	
Vendor Total:		\$148.50		

001.4010.6770 Library Capital				
Date	Vendor	Amount	Description	
4/1/2024	MicroMarketing LLC	\$73.51	Books-Children's	
4/23/2024	MicroMarketing LLC	\$15.29	Books-Children's	
4/29/2024	MicroMarketing LLC	\$39.79	Sound Recordings-Children's	
4/30/2024	MicroMarketing LLC	\$42.93	Books-Children's	
Vendor Total:		\$171.52		

001.4010.6770 Library Capital				
Date	Vendor	Amount	Description	
4/18/2024	Blackstone Publishing	\$162.39	Sound Recordings-Adult	
Vendor Total:		\$162.39		
Line Item Total:		\$2,258.36		
Expenses Total:		\$3,505.94		

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

167.5901.6608 Trust Fund-Library Funds				
Date	Vendor	Amount	Description	
4/9/2024	Baker & Taylor	\$289.61	Books-Adult	
4/9/2024	Baker & Taylor	\$247.28	Kit-Primary Phonics	
4/9/2024	Baker & Taylor	\$18.24	Books-Adult	
4/22/2024	Baker & Taylor	\$17.09	Books-Adult	
4/22/2024	Baker & Taylor	\$301.48	Books-Adult	
4/25/2024	Baker & Taylor	\$46.16	Books-Adult	
4/25/2024	Baker & Taylor	\$79.23	Books-Adult	
4/25/2024	Baker & Taylor	\$258.25	Books-Children's	
Vendor Total:		\$1,257.34		

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

167.5901.6608 Trust Fund-Library Funds

Date	Vendor	Amount	Description
4/11/2024	Amazon Capital Services	\$67.03	Books-Adult
4/13/2024	Amazon Capital Services	\$205.52	Videorecordings/Puzzles
4/27/2024	Amazon Capital Services	\$82.39	Videorecordings/Books-Adult/Console Video Game

Vendor Total: \$354.94

Trust Funds Total: \$1,612.28

Grand Total: \$5,118.22

Emmetsburg Public Library Petty Cash Fund Expenditures for 4/1/2024-5/1/2024

001.4010.6508 Postage & Shipping

Date	Employee	Purchasing Amount	Description
4/10/2024	Nathan R. E. Clark	\$8.12	Postage
4/23/2024	Nathan R. E. Clark	\$4.62	Postage

Line Item Total: \$12.74

001.4010.6599 Other Supplies

Date	Employee	Purchasing Amount	Description
4/2/2024	Nathan R. E. Clark	\$7.58	Distilled Water
4/3/2024	Kari Gramowski	\$20.00	Movie Popcorn
4/8/2024	Nathan R. E. Clark	\$31.40	Program Refreshments
4/9/2024	Kari Gramowski	\$29.98	Program Refreshments
4/17/2024	Kari Gramowski	\$15.26	Program Refreshments
5/1/2024	Nathan R. E. Clark	\$49.95	Distilled Water/Program Refresh.
5/1/2024	Kari Gramowski	\$20.00	Movie Popcorn

Line Item Total: \$174.17

Petty Cash Total: \$186.91