

Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

Emmetsburg Public Library

5:00 p.m., Tuesday, September 21, 2021

Conference Room 14; Social Distancing Guidelines Observed

Call to Order: The Emmetsburg Public Library Board of Trustees monthly meeting was called to order by President Dave Carpenter at 5:01 p.m. on Tuesday, September 21, 2021 in the Conference Room 14 of the Emmetsburg Public Library with seat spacing appropriate to social distancing requirement. Trustees present were: Carpenter, Sue Brown, Kathy Merrill, Joe Veltri, Joe Schany, Jacob Neff, and JaDee Gloede. Marilyn Carlstrom and Jan Stillman 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 Gloede. The motion carried, 7-0.

Minutes Approval: The minutes of the August meeting were prepared by Library Director Clark in advance of the meeting. Trustee Merrill made a motion to approve the minutes of the August 2021 meeting. The motion was seconded by Trustee Schany and carried, 7-0.

Bill Approval: The expenses for the month of August 2021 were read by Library Director Clark. Trustee Schany moved to approve the expenses of August 2021, which was seconded by Trustee Neff and carried, 7-0.

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

Correspondence: No correspondence was presented at the meeting.

Board Committees: *Finance & Budget Committee:* The committee met prior to the board meeting. The Expenditure line items were run through during the meeting.

Recruitment & Orientation: The committee did not meet since the last Board meeting and has no report.

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

Library Director's Report: Library Director Clark reported that the Pokémon training camp help on the two-hour early-out day, Tuesday, August 24th from 2:30-4:00 was a success. All eleven children who signed up showed up and participated.

Clark said that Assistant Director Veltri gave presentations to classes at the Middle School library. That same day, six middle school students attended the early-out program, GameLAB.

Clark mentioned that the library had a table at the Emmetsburg Community Showcase held at the Shores, which appeared to be a wildly successful event. Clark counted 30 interactions that were more than saying hello.

Clark stated that even in advance of scheduled training on how to use the new HelpNow service through BrainFuse, the service was utilized when Anna had her first students to use the Afterschool Homework Help service.

Clark recalled that last Tuesday, September 14th, the library hosted Brad Wilkening, who gave a program about "Lessons of the Holocaust." He said that 28 people were in attendance.

Clark said that the next day, which was another early-out day, the library had a "Cupcake Decorating Photo Booth" where 26 children got to decorate a pair of cupcakes and have their pictures taken with them.

Clark observed that the Fall Children's programs at the library also resumed on this day. Moreover, Clark stated, Youth Services Director Gramowski began reading at the schools today.

Clark told the trustees that next we have a program with Jen Loeb, the first woman from Iowa to summit Mt. Everest, to look forward to on October 12, 2021 at 6:30 p.m.

Lastly, Clark told the trustees that the library would be going all out for Banned Books Week, September 26-October 2, 2021. In addition to having a display in the library, as in past years, the staff will each have themed T-Shirts to wear on designated days during the week sporting the logo: "Books Unite Us."

Unfinished Business:

The policy up for review, the Institution Cards Policy, was given its second reading. No changes were made at the last meeting and no changes were suggested. Trustee Veltri made a motion to accept the second reading of the Institution Cards Policy. The motion was seconded by Trustee Merrill and carried, 8-0.

The policy up for review, the Institution Library Card Application, was given its second reading. No changes were made at the last meeting and no changes were suggested. Trustee Merrill made a motion to accept the second reading of the Institution Library Card Application. The motion was seconded by Trustee Brown and carried, 7-0.

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

The policy up for review, the "Card-in-Hand" Requirements and Exceptions Policy, was given its second reading. No changes were made at the last meeting and no changes were suggested. Trustee Veltri made a motion to approve the second reading of the "Card-in-Hand" Requirements and Exceptions Policy, which was seconded by Trustee Neff and carried, 7-0.

New Business:

The policy up for review, the Library Cards Eligibility Policy, was given its first reading. The policy outlines who may apply for a library card. No changes were suggested. Trustee Brown made a motion to accept

the first reading of the Library Cards Eligibility Policy The motion was seconded by Trustee Veltri and carried, 7-0.

The policy up for review, Request for Reconsideration Form, was given its first reading. It was suggested to add email address to the requested information. Trustee Merrill moved to approve the first reading with changes of the Request for Reconsideration Form and Trustee Neff seconded the motion. The motion carried, 7-0

The policy up for review, the Gifts and Bequests Policy, was given its first reading. The policy outlines how the board will handle gifts to the library. No changes were suggested. Trustee Merrill made a motion to approve the first reading of the Gifts and Bequests Policy, which was seconded by Trustee Gloede and carried, 7-0.

Agenda Items for Next Meeting:

Adjourn: Vice President Carpenter adjourned the meeting at 5:37 p.m. The next meeting of the Board of Trustees is scheduled for Tuesday, October 19, 2021 at the Emmetsburg Public Library.

Respectfully submitted,



Nathan R. E. Clark, secretary pro tem



President, Board of Trustees

Emmetsburg Public Library

Expenditures for the month of September 2021

001.4010.6373 Telecommunications Expense

Date	Vendor	Amount	Description
9/22/2021	Windstream Iowa Communications	\$140.84	Telephone lines + long distance service

Vendor Total: \$140.84

Line Item Total: \$140.84

001.4010.6419 Technology Services Expense

Date	Vendor	Amount	Description
10/1/2021	OCLC Inc	\$184.23	Monthly Cataloging Subscription

Vendor Total: \$184.23

Line Item Total: \$184.23

001.4010.6502 Library Materials

Date	Vendor	Amount	Description
8/31/2021	Emmetsburg Reporter-Democrat	\$0.00	Statement of Service

Vendor Total: \$0.00

Line Item Total: \$0.00

001.4010.6506 Office Supplies

Date	Vendor	Amount	Description
9/2/2021	Loffler	\$34.58	Monthly Toner Contract

Vendor Total: \$34.58

Line Item Total: \$34.58

001.4010.6507 Operating Supplies

Date	Vendor	Amount	Description
9/2/2021	Demco	\$17.94	Bookmarks

Vendor Total: \$17.94

Line Item Total: \$17.94

001.4010.6770 Library Capital

Date	Vendor	Amount	Description
9/3/2021	Baker & Taylor	-\$27.99	Credit Memo
9/3/2021	Baker & Taylor	\$127.94	Books-Adult/Young Adult
9/9/2021	Baker & Taylor	\$191.42	Books-Adult/Young Adult
9/21/2021	Baker & Taylor	\$25.99	Books-Children's
9/21/2021	Baker & Taylor	\$26.42	Books-Adult
9/24/2021	Baker & Taylor	\$133.42	Books-Adult/Young Adult
9/27/2021	Baker & Taylor	\$54.43	Books-Adult/Young Adult

Vendor Total:	\$531.63
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
9/21/2021	Gale/CENGAGE Learning	\$22.50	Books-Large Type
9/22/2021	Gale/CENGAGE Learning	\$246.90	Books-Large Type
9/27/2021	Gale/CENGAGE Learning	\$22.50	Books-Large Type
9/28/2021	Gale/CENGAGE Learning	\$20.24	Books-Large Type

Vendor Total:	\$312.14
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
9/1/2021	Center Point Large Print	\$272.64	Books-Large Type
9/24/2021	Center Point Large Print	\$21.75	Books-Large Type

Vendor Total:	\$294.39
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
9/27/2021	Smart Apple Media	\$54.88	Books-Children's

Vendor Total:	\$54.88
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
9/2/2021	Blackstone Publishing	\$7.95	CD Replacement
9/2/2021	Blackstone Publishing	\$36.00	Sound recordings-Adult
9/2/2021	Blackstone Publishing	\$32.00	Sound recordings-Adult
9/2/2021	Blackstone Publishing	\$163.93	Sound recordings-Adult
9/21/2021	Blackstone Publishing	\$123.99	Sound recordings-Adult
9/27/2021	Blackstone Publishing	\$32.00	Sound recordings-Adult

Vendor Total:	\$395.87
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
9/23/2021	MicroMarketing LLC	\$43.79	Sound Recordings-Children's
9/30/2021	MicroMarketing LLC	\$39.56	Books-Children's

Vendor Total:	\$83.35
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
7/21/2021	Amazon	\$16.62	Books-Young Adult
8/5/2021	Amazon	\$25.97	Videorecordings
8/7/2021	Amazon	\$238.96	Videorecordings
8/9/2021	Amazon	\$16.99	Videorecordings
8/11/2021	Amazon	\$19.09	Books-Adult
8/12/2021	Amazon	\$81.91	Books-Adult
8/15/2021	Amazon	\$210.54	Videorecordings
8/22/2021	Amazon	\$14.96	Videorecordings
8/27/2021	Amazon	\$32.48	Books-Adult; Videorecordings
8/30/2021	Amazon	\$41.99	Books-Adult
8/30/2021	Amazon	\$40.92	Videorecordings
9/7/2021	Amazon	\$24.95	Videorecordings

Vendor Total:	\$765.38
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Line Item Total:	\$2,437.64
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Expenses Total:	\$2,815.23
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