



Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

Emmetsburg Public Library

5:00 p.m., Tuesday November 19, 2024

Conference Room 14

Call to Order: The Emmetsburg Public Library Board of Trustees regular monthly meeting was called to order by Trustee Sue Brown at 5:01 p.m. on Tuesday, November 19, 2024 in Conference Room 14 of the Emmetsburg Public Library. Trustees present were Brown, Anne Johnson, Joe Veltri, Sarah Brugman, Joel Hoyman, Chelsea Rouse, and Joe Schany. President Kathy Merrill and Vice President Jacob Neff 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 Johnson moved to approve the agenda, which was seconded by Trustee Brugman and carried, 7-0.

Minutes Approval: The minutes of the October 2024 meeting were provided for the trustees. Trustee Veltri made a motion to approve the minutes of the October 2024 meeting. The motion was seconded by Trustee Hoyman and carried, 7-0.

Bill Approval: The expenses for the month of October 2024 were read by Library Director Clark. Trustee Schany moved to approve the expenses for the month of October 2024. The motion was seconded by Trustee Rouse and carried, 7-0.

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

Correspondence: No correspondence was presented or discussed at the meeting.

Board Committees: ***Finance & Budget Committee:*** The committee had to reschedule but was able to meet before today's 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: Library Director Clark told the trustees that he and the other library directors of Palo Alto County would be meeting with the County Board of Supervisors the first part of December, as usual. He said that they were requesting a small increase to the county contract.

Clark told the trustees that the "Monster Bash" held at the library on November 1st was a big success, with over 160 children and parents in attendance.

Clark reminded the trustees about Jillanne Gabrielle returning to the library tomorrow night to perform her "The Garbo: the Musical," about the life of Greta Garbo.

Clark told the trustees that Ray Carver, an actor from the Clear Lake area, would be bringing a Charles Dickens/Christmas Carol show to the library in December.

Library Director Clark finished with his report by sharing a presentation he attended at a space planning workshop. The workshop featured a college professor who dealt with marketing and who had worked in the same field in retail design, an architect, and the Assistant Director of the Decorah Public Library. The Decorah library had recently hired the professor as a consultant to help them market their collection better. Clark related what Decorah had done through their presenter's slides. He said that he also was able to consult briefly with the professor about the floor plan and space usage at the Emmetsburg library.

Unfinished Business: Library Director Clark informed the trustees that a youth services director had not yet been hired, and that they may need to readvertise, as a fair amount of time had passed since it was advertised.

The policy up for review, the *Interlibrary Loan Policy*, was given its second reading. At the last meeting, it was decided to remove references to group affiliations in which the library no longer participated and to say that loans to libraries outside of Iowa would be done on a cost recovery basis. No new changes were suggested. Trustee Rouse moved to approve the second reading of the *Interlibrary Loan Policy* with no new changes. The motion was seconded by Trustee Veltri and carried, 7-0.

The policy up for review, the *ILCC Library Computer and Network Acceptable Use Policy* was given its second reading. There were no changes made at the first reading, and no new changes were suggested. Trustee Johnson moved to approve the second reading of the *ILCC Library Computer and Network Acceptable Use Policy* with no changes. The motion was seconded by Trustee Rouse and carried, 7-0.

The policy up for review, the *Loan of Equipment-LCD Projector and Portable PA System*, was given its second reading. No changes were made at the last meeting, and no new changes were suggested. Trustee Veltri moved to approve the *Loan of Equipment-LCD Projector and Portable PA System*, which was seconded by Trustee Brugman. The motion carried, 7-0.

New Business: Library Director Clark suggested that the library request a grant from the Palo Alto County Gaming Development Corporation to purchase mobile shelving. The trustees agreed and liked the shelving shown in the presentation from Decorah. Trustee Anne Johnson moved to apply for a Mini Grant from PACGDC for the Mobile Shelving Project, not to exceed \$5,000. Trustee Chelsea Rouse seconded Motion carried, 7-0.

The policy up for review, the *Notice of Materials One Month Overdue*, was given its first reading. Library Director Clark reminded the trustees that the Overdue Notification Policy had recently been reviewed, but the associated notification letters had not. No changes were suggested. Trustee Rouse

moved to approve the first reading of the *Notice of Materials One Month Overdue* with no changes. The motion was seconded by Trustee Johnson and carried, 7-0.

Trustee Rouse left the meeting at 6:12 p.m.

The policy up for review, the *Notice of Materials Two Months Overdue*, was given its first reading. No changes were suggested. Trustee Schany moved to approve the first reading of the *Notice of Materials Two Months Overdue*. Trustee Hoyman seconded the motion, which carried, 6-0.

The policy up for review, the *Notice of Non-Operating Telephone Number*, was given its first reading. No changes were suggested. Trustee Johnson moved to approve the first reading of the *Notice of Non-Operating Telephone Number*. Trustee Brugman seconded the motion, which carried, 6-0.

The policy up for review, the *Letter to Law Enforcement Materials* was given its first reading. No changes were suggested. Trustee Veltri moved to approve the first reading of the *Letter to Law Enforcement Materials*. Trustee Hoyman seconded the motion, which carried, 6-0.

Agenda Items for Next Meeting: No items were suggested to include on next month's agenda in advance.

Upcoming meetings: The next meeting of the Emmetsburg Public Library Board of Trustees was set for Tuesday, December 17, 2024 at 5:00 p.m. in Room 14 Conference Room of the Emmetsburg Public Library.

Adjourn: Trustee Brown adjourned the meeting at 6:19 p.m.

Respectfully submitted,

Nathan R.E. Clark

Nathan R. E. Clark, secretary pro tem

12/17/2024

Date

Kathryn Merrill

Kathryn Merrill, President, Board of Trustees

12/17/2024

Date

Emmetsburg Public Library

Expenditures for the month of November 2024

Date	Invoice #	Dues & Memberships	Vendor	Vendor Account #:	Amount	Description
12/4/2024	10486		Iowa Library Association		\$136.00	Annual Membership Dues-Nathan
12/4/2024			Iowa Library Association		\$70.00	Annual Membership Dues-Katherine

Vendor Total: \$206.00 (Possible Address Change?)

Line Item Total: \$206.00

Date	Invoice #	Telecommunications Expense	Vendor	Vendor Account #:	Amount	Description
12/4/2024			T-Mobile	997555581	\$17.57	Telephone Line

Vendor Total: \$17.57

Line Item Total: \$17.57

Date	Invoice #	Advertising Expense	Vendor	Vendor Account #:	Amount	Description
10/31/2024			38 Emmetsburg Reporter-Democrat	69	\$191.75	Color Advertisement in Reporter-Democrat

Vendor Total: \$191.75

Line Item Total: \$191.75

001.4010.6419 Technology Services Expense Vendor Account #: 30761 Description
 Date Invoice # Vendor Amount
 11/11/2024 INV681271 World Trade Press \$376.17 Global Road Warrior/A to Z USA Database Subscription

Vendor Total: \$376.17

Line Item Total: \$376.17

001.4010.6502 Library Materials Vendor Account #: DM8578230 Description
 Date Invoice # Vendor Amount
 11/11/2024 The Des Moines Register #1150 \$43.00 12/1/2024-12/31/2024 Service

Vendor Total: \$43.00

001.4010.6502 Library Materials Vendor Account #: Description
 Date Invoice # Vendor Amount
 12/1/2024 Midwest Living \$10.00 One-year subscription

Vendor Total: \$10.00

001.4010.6502 Library Materials Vendor Account #: Description
 Date Invoice # Vendor Amount
 12/4/2024 Scout Life \$15.00 One-year subscription

Vendor Total: \$15.00

Line Item Total: \$68.00

001.4010.6506 Office Supplies **Vendor Account #: OS-21253-01-01**
Date **Invoice #** **Vendor** **Amount** **Description**
 10/9/2024 4855705 Loffler \$71.62 Toner Contract

Vendor Total: \$71.62

Line Item Total: \$71.62

001.4010.6507 Operating Supplies **Vendor Account #: 14316000 Bid # CTL004**
Date **Invoice #** **Vendor** **Amount** **Description**
 12/2/2024 72384 ELM USA, Inc. \$79.95 Disc Repair Machine Consumable Supplies

Vendor Total: \$79.95

Line Item Total: \$79.95

001.4010.6770 Library Capital **Vendor Account #: 206185 L510974 2 B00000**
Date **Invoice #** **Vendor** **Amount** **Description**
 11/4/2024 2038680201 Baker & Taylor \$84.83 Books-Adult/Children's
 11/4/2024 2038679259 Baker & Taylor \$49.59 Books-Adult
 11/4/2024 2038679260 Baker & Taylor \$25.64 Books-Adult/Children's
 11/18/2024 2038704277 Baker & Taylor \$27.35 Books-Adult/Children's
 11/18/2024 2038704276 Baker & Taylor \$34.20 Books-Adult

Vendor Total: \$221.61

001.4010.6770 Library Capital		Vendor Account #: 151562	
Date	Invoice #	Vendor	Amount
11/5/2024	85928871	Gale/CENGAGE Learning	\$145.45
11/5/2024	85929313	Gale/CENGAGE Learning	\$86.22
11/6/2024	85934598	Gale/CENGAGE Learning	\$53.98
11/7/2024	85939957	Gale/CENGAGE Learning	\$89.97
11/20/2024	85977359	Gale/CENGAGE Learning	\$30.74
11/21/2024	85994307	Gale/CENGAGE Learning	\$53.98
11/21/2024	85994182	Gale/CENGAGE Learning	\$54.73
11/21/2024	85995008	Gale/CENGAGE Learning	\$62.97
11/25/2024	86002994	Gale/CENGAGE Learning	\$115.49
Vendor Total:			\$693.53

Books-Large Type
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Books-Large Type

001.4010.6770 Library Capital		Vendor Account #:	
Date	Invoice #	Vendor	Amount
11/1/2024	2127630	Center Point Large Print	\$294.84
Vendor Total:			\$294.84

Books-Large Type

001.4010.6770 Library Capital		Vendor Account #:	
Date	Invoice #	Vendor	Amount
11/20/2024		Book Look	\$529.71
Vendor Total:			\$529.71

Books-Adult

001.4010.6770 Library Capital		Vendor Account #: J008230	
Date	Invoice #	Vendor	Amount
12/1/2024	701825	Junior Library Guild	\$244.78
Vendor Total:			\$244.78

Books-Adult

001.4010.6770 Library Capital		Vendor Account #: AJXB8ULK16SU		
Date	Invoice #	Vendor	Amount	Description
11/5/2024	1WY7-QJMQ-9G73	Amazon Capital Services	\$17.50	Videorecordings
11/5/2024	1JRL-HTPP-7NKT	Amazon Capital Services	\$133.13	Videorecordings/Books-Adult

Vendor Total: \$150.63

Line Item Total: \$2,135.10

Expenses Total: \$3,146.16

Emmetsburg Public Library

Petty Cash Fund

Expenditures for November 2- December 3, 2024

001.4010.6508 Postage & Shipping

Date	Employee Purchasing Amount	Description
11/27/2024	Nathan R. E. Clark	\$4.40 Postage

Line Item Total: \$4.40

001.4010.6599 Other Supplies

Date	Employee Purchasing Amount	Description
11/4/2024	Rebecca Schmit	\$7.99 Popcorn
11/7/2024	Katherine Rogers	\$35.89 Program Refreshments
11/14/2024	Nathan R. E. Clark	\$31.55 Candy for Program/Water
11/20/2024	Nathan R. E. Clark	\$14.99 Program Refreshments
11/22/2024	Nathan R. E. Clark	\$5.49 Candy for Program
12/2/2024	Nathan R. E. Clark	\$9.96 Popcorn
12/3/2024	Nathan R. E. Clark	\$15.59 Decorations for Fest. of Trees @ NC

Line Item Total: \$121.46

Petty Cash Total: \$125.86