



## Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

Emmetsburg Public Library

5:00 p.m., Tuesday March 18, 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 5:01 p.m. on Tuesday, March 18, 2024 in Conference Room 14 of the Emmetsburg Public Library. Trustees present were Merrill, Anne Johnson, Joe Veltri, Chelsea Rouse, Vice President Jacob Neff, Joe Schany and Sarah Brugman. Trustees Sue Brown and Joel Hoyman 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. Two omitted items were added to the agenda: Anna Veltri's proposal for using the library staff as a case study for her Communications class and the Smith Foundation Grant. Vice President Neff moved to approve the agenda with the two additions, which was seconded by Trustee Rouse and carried, 7-0.

**Anna Veltri Proposal:** Anna Veltri presented what she would like to do with regards to a graduate communications capstone class. She would like to use the library staff as a case study for the class, which would involve approximately 10 interviews of staff between 5/15/2025 and 8/15/2025. Trustee Brugman made a proposal for library staff to participate in Anna Veltri's class case study, which was seconded by Trustee Schany and carried, 6-0, with Trustee Veltri abstaining.

**Minutes Approval:** The minutes of the February 2025 meeting were provided for the trustees. Trustee Schany made a motion to approve the minutes of the December 2024 meeting. The motion was seconded by Trustee Rouse and carried, 7-0.

**Bill Approval:** The expenses for the month of February 2025 were read by Library Director Clark. Vice President Neff moved to approve the expenses for the month of February 2025. The motion was seconded by Trustee Johnson and carried, 7-0.

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

**Correspondence:** No correspondence was discussed at the meeting.

**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 told the trustees about several upcoming performers coming to the library.

Jillann Gabrielle will return to the library Tuesday, April 1, 2025 at 6:30 p.m. to present her newest one-woman musical, *Kate!* about the life of Katharine Hepburn.

Brad Wilkening will return to the library with his talk, Lessons of the Holocaust, which ties the tragedy of the past with the need for civility today on Tuesday, April 15, 2025 at 6:00 p.m.

The "Juggler with the Yellow Shoes" will perform a children's show on Friday, June 6, 2025 at 3:00 p.m. Emmetsburg's own will also be coming to do caricatures and face painting.

Duffy Hudson will return to the library with an all-new magic show for all ages (and possibly a new one-man play) on Friday, June 27, 2025 at 2:30 p.m.

Sean Gaskell, a musician who has been trained in Africa on the West African instrument, the *kora*, will perform at the library Thursday, July 17, 2025 at 6:30 p.m.

Clark also spoke about National Library Week, April 6-12, 2025. He said that with presenters schedule on both the week before and after the week of, that they did not have any speakers scheduled during that week, but that they would be offering special treats and prizes at regular programs.

Clark reminded the trustees of the annual countywide trustee training to follow this meeting in Room 17 Being the host, we are offering a meal catered by ILCC foodservice.

**Unfinished Business:** The policy up for review, the *Conduct in the Library Policy*, was given its second reading. Language was added to include Iowa Lakes Community College policies on number 20 at the last meeting. No new changes were suggested. Trustee Schany moved to approve the second reading of the *Conduct in the Library Policy* with no new changes. Trustee Rouse seconded the motion, which carried, 7-0

Library Director Clark told the trustees that he attended the Palo Alto County Gaming Development Corporation's Annual Grant Awards Banquet Friday, March 7<sup>th</sup>. The library received the mini-grant that it applied for in the amount of \$4,366.00 for mobile shelving for the library.

On behalf of the Smith Foundation, President Merrill presented a check in the amount of \$1,150.00 to be used for mobile shelving and beginning reader books.

**New Business:** The policy up for review, the *Inclement Weather Closings Policy*, was given its first reading. The policy outlines instances when the library will close for the weather. for patrons of the library and consequences of breaking the rules. It was suggested to add to the last paragraph "...or request renewal of their materials on the library's website or via the library's mobile app." Trustee Rouse made a motion to approve the first reading of the policy as amended. Trustee Johnson seconded the motion, which carried, 7-0.

The policy up for review, the *Part-Time Library Assistant Job Description* was given its first reading. No changes were suggested, and no changes were made to the policy. Trustee Brugman made a motion to approve the first reading of the *Part-Time Library Assistant Job Description* as amended. The motion was seconded by Vice President Neff and carried, 7-0.

The board education module was dispensed with due to the training to follow the meeting.

**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, April 15, 2025 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 Rouse moved to adjourn, which was seconded by Trustee Johnson. The motion carried, 7-0. The meeting was adjourned at 5:39 p.m.

Respectfully submitted,



Nathan R. E. Clark, secretary pro tem



Date



Kathryn Merrill, President, Board of Trustees



Date

# Emmetsburg Public Library

## Expenditures for March 2025

001.4010.6340 Other Equipment Repairs Vendor Account #: Vendor Account #: \$130.00  
Date Invoice # 161263 Estherville Paint & Glass Vendor Amount Description  
2/7/2025 Locksmithing Services

Vendor Total: \$130.00

Line Item Total: \$130.00

001.4010.6373 Telecommunications Expense Vendor Account #: 997555581  
Date Invoice # T-Mobile Vendor Amount Description  
2/22/2025 Telephone Line

Vendor Total: \$17.57

Line Item Total: \$17.57

001.4010.6502 Library Materials Vendor Account #: DM8578230  
Date Invoice # The Des Moines Register #1150 Vendor Amount Description  
3/24/2025 4/1/2025-4/30/2025 Service

Vendor Total: \$18.16

Line Item Total: \$18.16

001.4010.6506 Office Supplies Vendor Account #: OS-21253-01-01  
Date Invoice # 4964824 Loffler Vendor Amount Description  
3/6/2025 \$102.81 Toner Contract

Vendor Total: \$102.81



001.4010.6506 Office Supplies Vendor Account #: AJXB8ULKK16SU  
 Date Invoice # Vendor Amount Description  
 3/17/2025 1T9T-G4K3-74YQ Amazon Capital Services \$41.30 Packing Tape/Paper Clips  
 \$41.30

**Vendor Total: (Split with Library Capital/Trust Funds-Library Funds)**

**Line Item Total: \$144.11**

001.4010.6507 Operating Supplies Vendor Account #:  
 Date Invoice # Vendor Amount Description  
 3/17/2025 75020 ELM USA Inc. \$147.45 Disc Repair Machine Consumables

**Vendor Total: \$147.45**

**Line Item Total: \$147.45**

001.4010.6599 Other Supplies Vendor Account #:  
 Date Invoice # Vendor Amount Description  
 2/13/2025 15122 Iowa Lakes Comm. College \$60.00 Cupcakes for Program

**Vendor Total: \$60.00**

**Line Item Total: \$60.00**

001.4010.6770 Library Capital Vendor Account #: 206185 L510974 2 B00000  
 Date Invoice # Vendor Amount Description  
 3/11/2025 2038934822 Baker & Taylor \$7.19 Books-Young Adult  
 3/11/2025 2038934823 Baker & Taylor \$59.34 Books-Adult  
 3/11/2025 2038934826 Baker & Taylor \$74.44 Books-Adult  
 3/11/2025 2038934827 Baker & Taylor \$21.64 Books-Young Adult  
 3/11/2025 2038934828 Baker & Taylor \$226.22 Books-Adult  
 3/21/2025 2038962699 Baker & Taylor \$15.96 Books-Adult  
 3/21/2025 2038962701 Baker & Taylor \$15.96 Books-Adult  
 3/21/2025 2038962703 Baker & Taylor \$11.40 Books-Adult  
 3/21/2025 2038962704 Baker & Taylor \$128.76 Books-Adult  
 3/25/2025 2038968998 Baker & Taylor \$249.29 Books-Adult/Children's  
 4/1/2025 2038981559 Baker & Taylor \$10.79 Books-Adult  
 4/1/2025 2038981561 Baker & Taylor \$17.07 Books-Adult  
 4/1/2025 2038981562 Baker & Taylor \$55.26 Books-Adult



4/1/2025

2038981563

Baker & Taylor

\$196.60  
\$1,089.92

Books-Adult

**Vendor Total: (Split with Trust Funds-Library Funds)**

**001.4010.6770 Library Capital Vendor Account #: 151562**

Date	Invoice #	Vendor	Amount	Description
3/4/2025	86967448	Cengage Learning Inc/ Gale	\$87.72	Books-Large Type
3/4/2025	86967454	Cengage Learning Inc/ Gale	\$146.20	Books-Large Type
3/5/2025	86973033	Cengage Learning Inc/ Gale	\$175.44	Books-Large Type
3/6/2025	86978496	Cengage Learning Inc/ Gale	\$53.23	Books-Large Type
3/12/2025	87009438	Cengage Learning Inc/ Gale	\$63.72	Books-Large Type
3/19/2025	87047058	Cengage Learning Inc/ Gale	\$53.98	Books-Large Type
3/19/2025	87047368	Cengage Learning Inc/ Gale	\$54.73	Books-Large Type
3/20/2025	87056404	Cengage Learning Inc/ Gale	\$30.74	Books-Large Type
3/20/2025	87058322	Cengage Learning Inc/ Gale	\$28.49	Books-Large Type
3/20/2025	87056718	Cengage Learning Inc/ Gale	\$28.49	Books-Large Type
3/20/2025	87057325	Cengage Learning Inc/ Gale	\$116.21	Books-Large Type
3/24/2025	87077473	Cengage Learning Inc/ Gale	\$166.50	Books-Large Type
3/27/2025	87096189	Cengage Learning Inc/ Gale	\$27.00	Books-Large Type

**Vendor Total: \$1,032.45**

**001.4010.6770 Library Capital Vendor Account #:**

Date	Invoice #	Vendor	Amount	Description
3/1/2025	2151739	Center Point Large Print	\$294.84	Books-Large Print

**Vendor Total: \$294.84**

**001.4010.6770 Library Capital Vendor Account #: J008230**

Date	Invoice #	Vendor	Amount	Description
4/4/2025	711428	Junior Library Guild	\$141.75	Books-Children's/Young Adult
4/4/2025	711632	Junior Library Guild	\$141.75	Books-Children's/Young Adult
4/4/2025	711633	Junior Library Guild	\$141.75	Books-Children's/Young Adult

**Vendor Total: \$425.25**

**001.4010.6770 Library Capital Vendor Account #:**

Date	Invoice #	Vendor	Amount	Description
3/12/2025		Book Look	\$475.74	Books-Adult

**Vendor Total: \$475.74**

001.4010.6770 Library Capital Vendor Account #: Vendor Amount Description  
 Date Invoice # Vendor Amount  
 1/29/2025 ARU0384008 Know Buddy Resources \$225.11 Books-Children's

Vendor Total: \$225.11

001.4010.6770 Library Capital Vendor Account #: Vendor Amount Description  
 Date Invoice # Vendor Amount  
 3/10/2025 2190495 Blackstone Publishing \$144.73 Sound Recordings-Adult  
 3/17/2025 2190763 Blackstone Publishing \$31.99 Sound Recordings-Adult  
 3/17/2025 2191332 Blackstone Publishing \$31.99 Sound Recordings-Adult  
 Sound Recordings-Adult

Vendor Total: \$208.71

001.4010.6770 Library Capital Vendor Account #: AJXB8ULKK16SU Vendor Amount Description  
 Date Invoice # Vendor Amount  
 3/4/2025 1HY4-M1XD-936J Amazon Capital Services \$15.79 Videorecordings  
 3/7/2025 1WTM-9WKF-JHV9 Amazon Capital Services \$239.83 Books-Adult  
 3/12/2025 1NWX-PYKN-JLFL Amazon Capital Services \$29.99 Videorecordings  
 3/12/2025 1CQQ-JWF3-KKDY Amazon Capital Services -\$8.00 Credit Memo  
 3/19/2025 17KP-TFJ7-TCCQ Amazon Capital Services \$195.17 Books-Adult  
 3/21/2025 1W6R-MTP3-HHYK Amazon Capital Services \$91.02 Books-Adult  
 3/27/2025 1DDW-XYN3-CJ7T Amazon Capital Services \$60.50 Videorecordings  
 \$624.30

Vendor Total: (Split with Office Supplies/Trust Funds-Library Funds)

Line Item Total: \$4,376.32

Expenses Total: \$4,893.61



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

167.5901.6608 Trust Fund-Library Funds

Vendor Account #: 206185 L510974 2 B00000

Date	Invoice #	Vendor	Amount	Description
3/3/2025	2038918494	Baker & Taylor	\$173.99	ECNCI Literacy Grant Beginning Readers
3/11/2025	2038934824	Baker & Taylor	\$25.44	ECNCI Literacy Grant Beginning Readers
3/11/2025	2038934825	Baker & Taylor	\$7.40	Terry Neary Memorial
3/21/2025	2038962700	Baker & Taylor	\$141.41	ECNCI Literacy Grant Beginning Readers
3/21/2025	2038962702	Baker & Taylor	\$15.16	Terry Neary Memorial
4/1/2025	2038981558	Baker & Taylor	\$19.39	ECNCI Literacy Grant Beginning Readers
4/1/2025	2038981560	Baker & Taylor	\$10.80	Terry Neary Memorial
<b>Vendor Total:</b>			<b>\$1,483.41</b>	<b>(Includes \$1,089.82 from Library Capital)</b>

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

167.5901.6608 Trust Fund-Library Funds

Vendor Account #: 206185 L510974 2 B00000

Date	Invoice #	Vendor	Amount	Description
3/26/2025	174Y-16Q6-TRGW	Amazon Capital Services	\$65.96	Joyce Muller Memorial
<b>Vendor Total:</b>			<b>\$731.56</b>	<b>(Includes \$41.30 from Office Supplies &amp; \$624.30 from Library Capital)</b>

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

167.5901.6608 Trust Fund-Library Funds

Vendor Account #: 206185 L510974 2 B00000

Date	Invoice #	Vendor	Amount	Description
4/4/2025		Ruthven Public Library	\$40.00	1000 Books before Kindergarten Journals (5)
<b>Vendor Total:</b>			<b>\$40.00</b>	

**Trust Funds Total: \$499.55**

**Grand Total: \$5,393.16**



# Emmetsburg Public Library

## Petty Cash Fund Expenditures

### 3/1/2025-4/1/2025

**001.4010.6599 Other Supplies**

Date	Employee	Purchasing Amount	Description
3/21/2025	Nathan R. E. Clark	\$7.97	Shamrock Shendig Supplies
3/4/2025	Lori Morey	\$48.47	Program Refreshments
3/14/2025	Nathan R. E. Clark	\$15.96	Distilled Water
3/17/2025	Lori Morey	\$87.89	Volunteer Recognition Butterflies
3/20/2025	Nathan R. E. Clark	\$20.41	Shamrock Shendig Supplies
3/26/2025	Lori Morey	\$34.07	Program Refreshments
3/28/2025	Nathan R. E. Clark	\$2.00	Missed Newspaper Issues
4/1/2025	Nathan R. E. Clark	\$20.48	Program Refreshments

<b>Line Item Total:</b>	<b>\$237.25</b>
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<b>Petty Cash Total:</b>	<b>\$237.25</b>
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