



Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

Emmetsburg Public Library

5:00 p.m., Tuesday August 20, 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, August 20, 2024 in Conference Room 14 of the Emmetsburg Public Library. Trustees present were Merrill, Sue Brown, Joe Veltri Sarah Brugman, Vice President Jacob Neff, Anne Johnson, Chelsea Rouse, and Joel Hoyman. Joe Schany, was 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 Johnson and carried, 8-0.

Minutes Approval: The minutes of the July 2024 meeting were provided for the trustees. Trustee Hoyman made a motion to approve the minutes of the July 2024 meeting. The motion was seconded by Vice President Neff and carried, 8-0.

Bill Approval: The expenses for the month of July 2024 were read by Library Director Clark. Trustee Brown moved to approve the expenses for the month of June 2024. The motion was seconded by Trustee Johnson and carried, 8-0.

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

Correspondence: Library Director Clark presented a memo that he had written concerning his conversation with Bob Leifeld on the matter of the HVAC repairs/replacement. In summary, ILCC plans to fix parts, as they break, on the current unit for the foreseeable future.

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 that he was very close to hiring the position of Assistant Library Director, and that he had finished all the interviews, and was ready to make a job offer to his chosen candidate. He said that the quality of the applicants was very high, but that he felt very confident in his choice.

Clark next mentioned the preparations for the upcoming early dismissal program scheduled for the end of the month on August 30th. He said that for the first big program of the new school year, the public library was partnering with the ILCC library to put on a "Harry Potter Extravaganza." The program will feature stations around the library keeping with scenes from the books. He said that Kat Rogers with the ILCC library had done a great deal of work in setting it up so far. He also said that they were looking for volunteers to help on the day of the program. Clark shared a rough diagram of the stations that were planned in the library for the event.

Clark told the trustees that they had gotten many donations in memory of Rosella (Rosie) Metzger that so far totalled over \$900.00.

Unfinished Business: The first item of discussion was the purchase of items using the funds raised with the Dr. Seuss Quilt raffle. A member of the public had come forward to say that they felt the money should not be spent on books and that that they felt it was communicated that the money would be spent on toys and other activities for the children's area. Trustee Rouse provided suggestions of things that could be purchased instead. Trustee Rouse moved to approve the purchase of a light table with assorted activities and other items totalling \$1,000.00 from the Dr. Seuss Quilt funds, instead of the IASL Award book sets. The motion was seconded by Vice President Neff, and carried, 8-0.

The policy up for review, the *Request for Reconsideration Form*, was given its second reading. At the first reading, language was added to the opening paragraph about the challenge being on the Board of Trustees agenda for a meeting on the third Tuesday and asking filers to also list organizations they are representing. No further changes were suggested. Trustee Rouse moved to approve the second reading of the *Request for Reconsideration Form*, with no changes. The motion was seconded by Trustee Johnson and carried, 8-0.

The policy up for review, the *Gifts and Bequests Policy*, was given its second reading. There were no changes made at the first reading, and no new changes were suggested. Trustee Hoyman moved to approve the second reading of the *Gifts and Bequests Policy* with no changes. The motion was seconded by Trustee Brugman and carried, 8-0.

New Business: The policy up for review, the *Library Cards-Eligibility Policy*, was given its first reading. Library Director Clark said that the policy delineated who may apply for a library card and under which authority. No changes were suggested. Trustee Veltri moved to approve the first reading of the *Library Cards-Eligibility Policy* with no changes. The motion was seconded by Vice President Neff and carried, 8-0.

The policy up for review, the *Library Cards-Applications Policy* was given its first reading. Library Director Clark that he would like to have it asked whether an address was within city limits or rural. Trustee Veltri moved to accept the first reading of the *Library Cards-Applications Policy* with the suggested changes. The motion was seconded by Vice President Neff seconded the motion. The motion carried, 8-0.

The policy up for review, the *Library Cards-Adult Application* was given its first reading. Library Director Clark that he would like to have it asked whether an address was within city limits or rural. Trustee Hoyman moved to accept the first reading of the *Library Cards-Adult Application* with the suggested changes. The motion was seconded by Vice President Neff seconded the motion. The motion carried, 8-0.

The policy up for review, the *Library Cards-Youth Application* was given its first reading. Library Director Clark that he would like to have it asked whether an address was within city limits or rural. Trustee Johnson moved to accept the first reading of the *Library Cards-Youth Application* with the suggested changes. The motion was seconded by Trustee Brown seconded the motion. The motion carried, 8-0.

For the board education module, the board watched to the 15:39 mark of *Lunch with the State Library: Library Accreditation*.

Agenda Items for Next Meeting: President Merrill stated that the trustees would be doing their annual evaluation of Library Director Clark, and that she would be reaching out to individual trustees to gather the information.

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

Adjourn: President Merril asked for a motion to adjourn the meeting. Trustee Schany moved to adjourn, which was seconded by Vice President Neff. The motion carried, 8-0. The meeting was adjourned at 6:28 p.m.

Respectfully submitted,

Nathan R. E. Clark

Nathan R. E. Clark, secretary pro tem

9/17/2024

Date

Kathryn Merrill

Kathryn Merrill, President, Board of Trustees

9/17/2024

Date

Emmetsburg Public Library

Expenditures for the month of August 2024

Date	Invoice #	Subscriptions & Educational Materials	Vendor	Vendor Account #:	Amount	Description
9/4/2024			Library Journal	352461	\$179.00	One-year subscription

Vendor Total: \$179.00

Date	Invoice #	Subscriptions & Educational Materials	Vendor	Vendor Account #:	Amount	Description
9/4/2024			School Library Journal	352461	\$139.00	One-year subscription

Vendor Total: \$139.00

Date	Invoice #	Subscriptions & Educational Materials	Vendor	Vendor Account #:	Amount	Description
9/4/2024			The Horn Book	352461	\$49.00	One-year subscription

Vendor Total: \$49.00

Line Item Total: \$367.00

Date	Invoice #	Training	Vendor	Vendor Account #:	Amount	Description
9/4/2024			UW-Madison	352461	\$324.00	Education Online Course Registration-Nathan Clark

Vendor Total: \$324.00

Line Item Total: \$324.00

001.4010.6373 Telecommunications Expense Vendor Account #: 997555581 Description
 Date Invoice # Vendor Amount -9.85
 8/19/2024 T-Mobile Credit Memo

Vendor Total: -9.85

Line Item Total: -9.85

001.4010.6502 Library Materials Vendor Account #: DM8578230 Description
 Date Invoice # Vendor Amount 9/1/2024-9/30/2024 Service
 7/24/2024 The Des Moines Register \$17.00

Vendor Total: \$17.00

001.4010.6502 Library Materials Vendor Account #: Description
 Date Invoice # Vendor Amount
 8/18/2024 Science News \$39.00
 One-year subscription

Vendor Total: \$39.00

001.4010.6502 Library Materials Vendor Account #: Description
 Date Invoice # Vendor Amount
 7/15/2024 Architectural Digest \$34.99
 One-Year Subscription

Vendor Total: \$34.99

001.4010.6502 Library Materials Vendor Account #: Description
 Date Invoice # Vendor Amount
 7/25/2024 Allrecipes \$15.00
 One-Year Subscription

Vendor Total: \$15.00

001.4010.6502 Library Materials Invoice # Vendor Account #: Description
Date 8/13/2024 The New Republic \$24.99 One-Year Subscription

Vendor Total: \$24.99

001.4010.6502 Library Materials Invoice # Vendor Account #: Description
Date 9/4/2024 Poets & Writers \$14.95 One-Year Subscription

Vendor Total: \$14.95

001.4010.6502 Library Materials Invoice # Vendor Account #: 6161771552 Description
Date 7/12/2024 National Geographic \$54.00 One-Year Subscription

Vendor Total: \$54.00

001.4010.6502 Library Materials Invoice # Vendor Account #: Description
Date 9/4/2024 Elle \$7.97 One-Year Subscription

Vendor Total: \$7.97

Line Item Total: \$207.90

001.4010.6506 Office Supplies Vendor Account #: OS-21253-01-01

Date	Invoice #	Vendor	Amount	Description
8/2/2024	4767518	Loffler	\$61.73	Toner Contract

Vendor Total: \$61.73

001.4010.6506 Office Supplies Vendor Account #:

Date	Invoice #	Vendor	Amount	Description
8/5/2024	1092	Brennan Office Products	\$9.00	Stamper Refill Ink

Vendor Total: \$9.00

Line Item Total: \$70.73

001.4010.6770 Library Capital Vendor Account #: 206185 L510974 2 B000000

Date	Invoice #	Vendor	Amount	Description
8/2/2024	2038459654	Baker & Taylor	\$52.99	Books-Adult
8/2/2024	2038459655	Baker & Taylor	\$17.10	Books-Adult
8/2/2024	2038459656	Baker & Taylor	\$18.24	Books-Adult
8/2/2024	2038459657	Baker & Taylor	\$43.41	Books-Adult/Young Adult
8/12/2024	2038481766	Baker & Taylor	\$17.10	Books-Adult
8/12/2024	2038481767	Baker & Taylor	\$7.79	Books-Adult
8/12/2024	2038481768	Baker & Taylor	\$40.51	Books-Adult
8/12/2024	2038481769	Baker & Taylor	\$17.10	Books-Adult
8/26/2024	2038507476	Baker & Taylor	\$51.86	Books-Adult
8/26/2024	2038507477	Baker & Taylor	\$18.24	Books-Adult
8/26/2024	2038507478	Baker & Taylor	\$64.59	Books-Adult
8/26/2024	2038507479	Baker & Taylor	\$17.10	Books-Adult

Vendor Total: \$366.03

001.4010.6770 Library Capital Vendor Account #: 151562

Date	Invoice #	Vendor	Amount	Description
8/6/2024	84763283	Gale/CENGAGE Learning	\$114.71	Books-Large Type
8/7/2024	84769854	Gale/CENGAGE Learning	\$117.71	Books-Large Type
8/7/2024	84770049	Gale/CENGAGE Learning	\$145.45	Books-Large Type
8/8/2024	84777123	Gale/CENGAGE Learning	\$53.98	Books-Large Type
8/12/2024	84789926	Gale/CENGAGE Learning	\$117.00	Books-Large Type
8/20/2024	84871308	Gale/CENGAGE Learning	\$54.73	Books-Large Type
8/21/2024	84904275	Gale/CENGAGE Learning	\$53.98	Books-Large Type
8/21/2024	84904838	Gale/CENGAGE Learning	\$62.97	Books-Large Type
8/26/2024	85014337	Gale/CENGAGE Learning	\$65.99	Books-Large Type
8/27/2024	85057821	Gale/CENGAGE Learning	\$26.99	Books-Large Type

Vendor Total: \$813.51

001.4010.6770 Library Capital Vendor Account #: J008230

Date	Invoice #	Vendor	Amount	Description
8/1/2024	2109249	Center Point Large Print	\$294.84	Books-Large Type

Vendor Total: \$294.84

001.4010.6770 Library Capital Vendor Account #: J008230

Date	Invoice #	Vendor	Amount	Description
9/3/2024	691066	Junior Library Guild	\$141.75	Books-Children's/Young Adult

Vendor Total: \$141.75

001.4010.6770 Library Capital Vendor Account #: 900108679

Date	Invoice #	Vendor	Amount	Description
8/9/2024	2165794	Blackstone Publishing	\$139.97	Sound recordings-Adult
8/22/2024	2167108	Blackstone Publishing	\$31.99	Sound recordings-Adult

Vendor Total: \$171.96

Vendor Account #: 13893

001.4010.6770 Library Capital

Date	Invoice #	Vendor	Amount	Description
8/6/2024	960154	MicroMarketing LLC	\$46.89	Sound Recordings-Children's
8/8/2024	960519	MicroMarketing LLC	\$16.14	Books-Children's
8/13/2024	960832	MicroMarketing LLC	\$15.29	Books-Children's

Vendor Total: \$78.32

001.4010.6770 Library Capital Vendor Account #: AJXB8ULK16SU

Date	Invoice #	Vendor	Amount	Description
8/3/2024	1RLP-CLHT-HLYJ	Amazon Capital Services	\$72.83	Books-Adult/Videorecording
8/9/2024	1PTV-FXTC-9F3M	Amazon Capital Services	\$20.00	Books-Adult
8/13/2024	1WNW-Y3G3-3PRW	Amazon Capital Services	\$19.95	Books-Adult
9/3/2024	1XYX-1X9F-3PLP	Amazon Capital Services	\$46.29	Videorecordings

Vendor Total: (Split with Trust Funds-PACGDC Funds)

Line Item Total: \$2,025.48

Expenses Total: \$2,995.11

Please pay the following claims from our Trust Fund-PACGDC Funds

Date	Invoice #	Vendor	Amount	Description
8/31/2024	11WQ-P641-GPFR	Amazon Capital Services	\$2,464.15	PACGDC 2023 M3 Grant-Video Game Consoles, RPG Items, Card/Board Games, Video Games, TV Stand
9/2/2024	1RNV-4HQC-3TKX	Amazon Capital Services	\$68.93	PACGDC 2023 M3 Grant- RPG Items

Vendor Total: \$2,692.15 (Includes \$159.07 from Library Capital)

Please pay the following claims from our Trust Fund-PACGDC Funds

Date	Invoice #	Vendor	Vendor Account #:	Description
9/3/2024		HABA	\$152.71	PACGDC 2023 M3 Grant-Children's Board Games

Vendor Total: \$152.71

Trust Funds Total: \$2,685.79

Grand Total: \$5,680.90

Emmetsburg Public Library

Petty Cash Fund

Expenditures for August 1-31, 2024

001.4010.6508 Postage & Shipping

Date	Employee	Purchasing Amount	Description
8/7/2024	Nathan R. E. Clark	\$14.60	Postage
8/16/2024	Nathan R. E. Clark	\$5.82	Postage

Line Item Total: \$20.42

001.4010.6507 Operating Supplies

Date	Employee	Purchasing Amount	Description
8/7/2024	Nathan R. E. Clark	\$3.79	Distilled Water
8/24/2024	Nathan R. E. Clark	\$2.25	Poster Mounting Strips

Line Item Total: \$6.04

001.4010.6599 Other Supplies

Date	Employee	Purchasing Amount	Description
8/6/2024	Kari Gramowski	\$12.00	Theatre Kids Passes-Weekly Drawing Prizes
8/16/2024	Nathan R. E. Clark	\$26.67	Program Refreshments, Rubber Bands, Distilled Water
8/24/2024	Nathan R. E. Clark	\$100.00	Amazon Gift Cards-Creative Writing Contest Prizes
8/30/2024	Kari Gramowski	\$10.43	Batteries, Table Coverings (Harry P. Program)
8/30/2024	Nathan R. E. Clark	\$0.50	Whipped Cream (Harry P. Program)
8/30/2024	Kari Gramowski	\$7.32	Pretzels, Clear Cups (Harry P. Program)

Line Item Total: \$156.92

001.4010.6770 Library Capital

Date	Employee	Purchasing Amount	Description
8/31/2024	Nathan R. E. Clark	\$40.11	Board Games

Line Item Total: \$40.11

Petty Cash Total: \$223.49