

## Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

Emmetsburg Public Library

5:00 p.m., Tuesday, April 18, 2023

Conference Room 14;

**Call to Order:** The Emmetsburg Public Library Board of Trustees monthly meeting was called to order by President Kathy Merrill at 5:01 p.m. on Tuesday, April 18, 2023, in the Conference Room 14 of the Emmetsburg Public Library. Trustees present were Merrill, Sue Brown, Joel Hoyman, Vice President Jacob Neff, Marilyn Carlstrom, Joe Veltri, and Joe Schany. Trustee Jan Stillman joined the meeting by telephone. Trustee Amy Stewart 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 Schany. The motion carried, 8-0.

**Minutes Approval:** The minutes of the March meeting were prepared by Library Director Clark in advance of the meeting. Trustee Stillman made a motion to approve the minutes of the March 2023 meeting. The motion was seconded by Trustee Neff and carried, 8-0.

**Bill Approval:** The expenses for the month of March 2023 were read by Library Director Clark. Trustee Veltri moved to approve the expenses of March 2023, which was seconded by Vice President Carlstrom and carried, 8-0.

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

**Correspondence:** No correspondence was presented 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 shared spreadsheets showing the library's income, expenditures, and trust fund balances in the current fiscal year through the end of February 2023. Clark also shared statistics showing the library's circulation by type of item for March 2023

Clark told the trustees about the preliminary plans for the Summer Reading Program for Adults, Teens, Tweens, and Children. He said this year's theme is "Find Your Voice!"

Clark also told the trustees about a new program that Anna had seen other libraries doing: "100 Books before You Graduate." In the program, students who finish eighth grade are engaged to read 100 books before they graduate high school. Incentives are provided for milestones along the way like 25, 50 and 75 books read. Upon their graduation year, if the students have read 100 books, they are entered in a drawing held each year to win a big prize, like an iPad. Clark added that he was very interested in

offering the program at Emmetsburg, for while there is an abundance of initiatives out there to get very young children to read, he feels this one stands somewhat alone in incentivizing high schoolers to read. Trustee Hoyman made a motion to adopt a "100 Books before You Graduate" program for high schoolers and to purchase incentives appropriate to the program. The motion was seconded by Trustee Veltri and carried, 8-0.

Clark told the trustees that the library's trivia night at The Shores on Saturday, April 15<sup>th</sup> saw lower attendance than expected, but was still a good time for those involved.

Clark reminded the trustees that the library will be hosting Jillann Gabrielle again in the evening of Thursday, April 20<sup>th</sup>, this time performing a double role as Joan Crawford/Bette Davis in her one-woman musical show.

Clark told the trustees that the library would be hosting a ceramics painting program on Saturday, April 22<sup>nd</sup>. Attendees will receive a piece to paint that is already cleaned, fired, and ready to paint and take home. All paints and supplies will be provided.

#### **Unfinished Business:**

The policy up for review, the Safe Child Policy, was given its second reading. In the second paragraph, in the first sentence, the language had been changed to read: "...the staff *may* attempt to contact," rather than *will* attempt. The final sentence of the policy was also changed to state that "...the Emmetsburg Police Department *may* be called..." Vice President Neff made a motion to accept the second reading of the policy as amended. The motion was seconded by Trustee Schany and carried, 8-0.

Trustee Hoyman left at 5:51 p.m.

**New Business:** The policy up for review, the Tornado and Thunderstorm Policy, was given its first reading. No changes were suggested. Trustee Stillman made a motion to accept the first reading of the Tornado and Thunderstorm Policy. Vice President Neff seconded the motion. The motion carried, 7-0.

The policy up for review, the Bulletin Board Policy was given its first reading. No changes were suggested. Trustee Schany moved to accept the first reading of the Bulletin Boards Policy, which was seconded by Trustee Brown and carried, 7-0.

For the Board Education Module, the board watched the first installment of "Boardroom 2022: Policy Watch: Policy Topics "Lost and Found." The recording was paused at the 18:52 mark.

#### **Agenda Items for Next Meeting:**

**Adjourn:** President Merrill asked for a motion to adjourn the meeting, which was made by Trustee Veltri, seconded by Vice President Neff, and carried, 7-0. The meeting was adjourned at 6:16 p.m. The next meeting of the Board of Trustees is scheduled for Tuesday, May 16, 2023 at 5:00 p.m. in Room 14 Conference Room of the Emmetsburg Public Library.

Respectfully submitted,

Nathan R. E. Clark

5/15/2023

Nathan R. E. Clark, secretary pro tem

Date

Kathryn Merrill

5/15/2023

President, Board of Trustees

Date

# Emmetsburg Public Library

## Expenditures for April 2023

### 001.4010.6220 Subscriptions & Educ. Materials

Date	Vendor	Amount	Description
5/2/2023	Library Journal	\$157.99	One-year Subscription

<b>Vendor Total:</b>	<b>\$157.99</b>
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<b>Line Item Total:</b>	<b>\$157.99</b>
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### 001.4010.6240 Meetings & Conferences

Date	Vendor	Amount	Description
5/2/2023	UW-Madison	\$135.00	Continuing Education Course Tuition

<b>Vendor Total:</b>	<b>\$135.00</b>
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<b>Line Item Total:</b>	<b>\$135.00</b>
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### 001.4010.6373 Telecommunications Expense

Date	Vendor	Amount	Description
4/21/2023	Windstream Iowa Communications	\$138.03	2 Telephone lines + long distance service

<b>Vendor Total:</b>	<b>\$138.03</b>
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<b>Line Item Total:</b>	<b>\$138.03</b>
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### 001.4010.6402 Advertising Expense

Date	Vendor	Amount	Description
3/31/2023	Emmetsburg Reporter-Democrat	\$120.00	Classified Ad

<b>Vendor Total:</b>	<b>\$120.00</b>
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<b>Line Item Total:</b>	<b>\$120.00</b>
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### 001.4010.6419 Technology Services Expense

Date	Vendor	Amount	Description
4/1/2023	OCLC, Inc.	\$192.98	Monthly Cataloging Subscription
5/1/2023	OCLC, Inc.	\$192.98	Monthly Cataloging Subscription

<b>Vendor Total:</b>	<b>\$385.96</b>
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<b>Line Item Total:</b>	<b>\$385.96</b>
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### 001.4010.6502 Library Materials

Date	Vendor	Amount	Description
5/2/2023	West Bend Journal	\$34.00	One-year subscription

<b>Vendor Total:</b>	<b>\$34.00</b>
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**001.4010.6502 Library Materials**

Date	Vendor	Amount	Description
4/20/2023	Car and Driver	\$10.70	One-year subscription

<b>Vendor Total:</b>	<b>\$10.70</b>
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**001.4010.6502 Library Materials**

Date	Vendor	Amount	Description
5/2/2023	Food Network Magazine	\$34.97	One-year subscription

<b>Vendor Total:</b>	<b>\$34.97</b>
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**001.4010.6502 Library Materials**

Date	Vendor	Amount	Description
5/2/2023	The Annals of Iowa	\$24.95	One-year subscription

<b>Vendor Total:</b>	<b>\$24.95</b>
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**001.4010.6502 Library Materials**

Date	Vendor	Amount	Description
5/2/2023	Des Moines Register	\$13.50	2/1/2023-5/31/2023 Service

<b>Vendor Total:</b>	<b>\$13.50</b>
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**001.4010.6502 Library Materials**

Date	Vendor	Amount	Description
5/2/2023	Archaeology	\$16.97	<del>2/1/2023-5/31/2023 Service</del>

<b>Vendor Total:</b>	<b>\$16.97</b>
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<b>Line Item Total:</b>	<b>\$135.09</b>
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**001.4010.6506 Office Supplies**

Date	Vendor	Amount	Description
4/4/2023	Loffler	\$89.56	Monthly Toner Contract

<b>Vendor Total:</b>	<b>\$89.56</b>
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<b>Line Item Total:</b>	<b>\$89.56</b>
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**001.4010.6507 Operating Supplies**

Date	Vendor	Amount	Description
4/4/2023	ELM USA Inc.	\$190.35	Disc Repair Machine Consumable Supplies

<b>Vendor Total:</b>	<b>\$190.35</b>
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<b>Line Item Total:</b>	<b>\$190.35</b>
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**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
2/14/2023	Baker & Taylor	\$60.85	Books-Adult
4/3/2023	Baker & Taylor	\$5.99	Books-Young Adult
4/11/2023	Baker & Taylor	\$59.01	Books-Young Adult/Adult
4/14/2023	Baker & Taylor	\$2.99	Books-Young Adult
4/18/2023	Baker & Taylor	\$142.32	Books-Children's
4/21/2023	Baker & Taylor	\$86.92	Books-Adult
4/27/2023	Baker & Taylor	\$278.30	Books-Young Adult/Adult

<b>Vendor Total:</b>	<b>\$636.38</b>
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**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
4/12/2023	Gale/CENGAGE Learning	\$152.04	Books-Large Type
4/19/2023	Gale/CENGAGE Learning	\$61.47	Books-Large Type
4/21/2023	Gale/CENGAGE Learning	\$164.22	Books-Large Type

<b>Vendor Total:</b>	<b>\$377.73</b>
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**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
4/1/2023	Center Point Large Print	\$287.04	Books-Large Type

<b>Vendor Total:</b>	<b>\$287.04</b>
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**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
5/1/2023	Junior Library Guild	\$141.75	Books-Young Adult & Children's

<b>Vendor Total:</b>	<b>\$141.75</b>
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**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
3/14/2023	Penworthy	\$202.14	Books-Children's

<b>Vendor Total:</b>	<b>\$202.14</b>
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**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
4/17/2023	Blackstone Publishing	\$32.00	Sound Recordings-Adult
4/25/2023	Blackstone Publishing	\$31.99	Sound Recordings-Adult

<b>Vendor Total:</b>	<b>\$63.99</b>
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**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
4/4/2023	MicroMarketing LLC	\$15.38	Books-Children's
4/6/2023	MicroMarketing LLC	\$25.18	Books-Children's
4/11/2023	MicroMarketing LLC	\$16.19	Books-Children's
4/13/2023	MicroMarketing LLC	\$26.99	Sound Recordings-Children's
4/13/2023	MicroMarketing LLC	\$43.95	Sound Recordings-Children's
4/18/2023	MicroMarketing LLC	\$16.19	Books-Children's

<b>Vendor Total:</b>	<b>\$143.88</b>
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**001.4010.6770 Library Capital**

<b>Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>
4/3/2023	Amazon	\$272.96	Books-Young Adult
4/16/2023	Amazon	\$22.99	Diamond Painting Bookmarks
4/28/2023	Amazon	\$44.87	Books-Young Adult/Videorecording

**Vendor Total: \$340.82**

**Line Item Total: \$2,129.74**

**Expenses Total: \$3,481.72**

# Emmetsburg Public Library Petty Cash Fund Expenditures for 4/1/2023-5/1/2023

## 001.4010.6508 Postage & Shipping

Date	Employee	Purchasing Amount	Description
4/17/2023	Nathan R. E. Clark	\$18.90	Postage
4/19/2023	Nathan R. E. Clark	\$3.47	Postage

**Line Item Total: \$22.37**

## 001.4010.6240 Meetings & Conferences

Date	Employee	Purchasing Amount	Description
4/21/2023	Nathan R. E. Clark	\$171.00	Ceramics Program-Materials and Fees

**Line Item Total: \$171.00**

## 001.4010.6599 Other Supplies

Date	Employee	Purchasing Amount	Description
3/27/2023	Kari Gramowski	\$1.61	Program Materials
3/28/2023	Kari Gramowski	\$13.15	Program Materials
4/5/2023	Kari Gramowski	\$20.00	Popcorn
4/14/2023	Anna Veltri	\$27.10	Program Refreshments
4/16/2023	Kari Gramowski	\$10.70	Program Materials
4/19/2023	Kari Gramowski	\$5.49	Program Refreshments
4/28/2023	Nathan R. E. Clark	\$4.50	Program Refreshments
4/29/2023	Kari Gramowski	\$2.94	Program Materials

**Line Item Total: \$85.49**

**Petty Cash Total: \$278.86**