

Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

Emmetsburg Public Library

5:00 p.m., Tuesday, August 16, 2022

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, August 16, 2022, in the Conference Room 14 of the Emmetsburg Public Library. Trustees present were Merrill, Sue Brown, Joel Hoyman, Marilyn Carlstrom, Jan Stillman, and Joe Veltri. Trustees Joe Schany, JaDee Gloede and Vice President Jacob Neff were absent. Library Director Nathan Clark was also present.

President Merrill paused the meeting to recognize Library Director Clark's 20 years of employment with the library. Cake and ice cream were served and a picture was taken. The meeting resumed at 5:19 p.m.

Agenda Approval: The agenda prepared by Library Director Clark was posted and distributed in advance of the meeting. Trustee Carlstrom moved to approve the agenda, which was seconded by Trustee Veltri. The motion carried, 6-0.

Minutes Approval: The minutes of the July meeting were prepared by Library Director Clark in advance of the meeting. Trustee Brown made a motion to approve the minutes of the July 2022 meeting. The motion was seconded by Trustee Stillman and carried, 6-0.

Bill Approval: The expenses for the month of July 2022 were read by Library Director Clark. Trustee Veltri moved to approve the expenses of July 2022, which was seconded by Trustee Hoyman and carried, 6-0.

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

Correspondence: The response to the board's letter to the Dean Norris approved last meeting was discussed. Library Director Clark noted that while the letter was still in the mail, a roofing contractor was on the roof working on it, and Dean Norris expressed hopes that these repairs would fix the problem for the next rain. Clark reported that, unfortunately, the next rain came and all of the leaks still leaked. The trustees directed Library Director Clark to email the dean about the next steps being taken.

Board Committees:

Finance & Budget Committee: The committee did not meet since the last Board meeting and has no report. The first meeting concerning the FY2024 budget request was scheduled for the hour before the regularly scheduled September 20, 2022 meeting in Room 14.

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

Standards & Accreditation: The committee did not at the time scheduled last meeting, has not met since the last Board meeting, and has no report. The committee scheduled a meeting for August 22, 2022 at 4:00 p.m. in Room 14.

Library Director's Report: Library Director Clark reported that the library has completely finished with the two months of programs that was the Summer Reading Program for all ages.

Clark said that he was mildly disappointed by the turnout for the Duffy Hudson Houdini show. He felt that for the talent and entertainment value that 24 was far too few attendees. He said that there were plenty of other things going on in town at the same time, but he still hoped for better.

Clark noted that he was still proceeding with booking future acts, and that he was waiting for the date to be finalized for another return performer: Jill Gabrielle to return with her acting, musical, and dance talents for a one-woman show about the life of Jackie Onassis.

Clark shared that he met with a new group in town facilitated by the Sarah Strohman, Director of Community Health, Hospice & Public Health at PACHS called the Palo Alto County Multidisciplinary Team. The group is comprised of individuals from organizations that serve the public in Palo Alto County. Clark said he felt his participation in the group would be a good way to help the many organizations, including the library, get information about their programs and services to their intended audiences.

Unfinished Business:

The matter of pricing for new tables and chairs was brought up. The trustees agreed that discussion of new furnishings could not go forward until the matter of the leaky roof was addressed.

The policy up for review, the Public Facsimile Transmission Service Policy, was given its second reading with amendments from a previous meeting. A paragraph deemed superfluous had been deleted, another paragraph had been modified for more generic language referring to the price of photocopies, and the price structure of sending faxes was changed. Trustee Veltri made a motion to accept the second reading of the amended policy. The motion was seconded by Trustee Stillman and carried, 6-0.

The policy up for review, the Public Scanning Service Policy, was given its second reading. No changes were made to the policy at the first reading. Trustee Veltri moved to accept the second reading of the policy, which was seconded by Trustee Carlstrom. The motion carried, 6-0.

New Business:

The policy up for review, the Youth Services Director Job Description, was given its first reading. A few wording changes and relocations were made. An item 11 was added under Essential Responsibilities: "Implement and remain current with rules, regulations and instructions." Two uses of doing things "well" were changed to "effectively." Item 5 under Physical Demands, "Work [effectively] as a team member," was moved under: "To do this kind of work, you must be able to:". Trustee Stillman made a motion to accept the first reading of the policy as amended. The motion was seconded by Trustee Veltri and carried, 6-0.

The trustees watched a 20 minute segment of the training video from the *Foundations of Public Libraries* series: "Ten Habits of Highly Effective Boards " with Angie Manfredi.

Adjourn: President Merrill adjourned the meeting at 6:26 p.m. The next meeting of the Board of Trustees is scheduled for Tuesday, September 20, 2022 at the Emmetsburg Public Library.

Respectfully submitted,

Nathan R. Clark

9/20/2022

Date

Nathan R. E. Clark, secretary pro tem

Harold Merrill

9/20/2022

Date

President, Board of Trustees

Emmetsburg Public Library

Expenditures for the month of August 2022

001.4010.6373 Telecommunications Expense

Date	Vendor	Amount	Description
9/2/2022	The Horn Book, Inc.	\$49.00	Professional Journal Subscription-1 year

Vendor Total: \$49.00

Line Item Total: \$49.00

001.4010.6373 Telecommunications Expense

Date	Vendor	Amount	Description
8/22/2022	Windstream Iowa Communications	\$141.11	Telephone lines + long distance service

Vendor Total: \$141.11

Line Item Total: \$141.11

001.4010.6419 Technology Services Expense

Date	Vendor	Amount	Description
8/27/2021	OverDrive, Inc.	\$1,078.26	Bridges FY23 E-Book Content Fee

Vendor Total: \$1,078.26

Line Item Total: \$1,078.26

001.4010.6502 Library Materials

Date	Vendor	Amount	Description
7/18/2022	Architectural Digest	\$24.99	One-year subscription

Vendor Total: \$24.99

001.4010.6502 Library Materials

Date	Vendor	Amount	Description
9/2/2022	Midwest Living Magazine	\$6.00	One-year subscription

Vendor Total: \$6.00

001.4010.6502 Library Materials

Date	Vendor	Amount	Description
9/2/2022	The Saturday Evening Post	\$10.00	One-year subscription

Vendor Total: \$10.00

001.4010.6502 Library Materials

Date	Vendor	Amount	Description
9/2/2022	The New Republic	\$29.97	One-year subscription

Vendor Total: \$29.97

Line Item Total: \$70.96

001.4010.6506 Office Supplies

Date	Vendor	Amount	Description
8/5/2022	Loffler Companies, Inc.	\$62.99	Toner Contract

Vendor Total: \$62.99

001.4010.6506 Office Supplies

Date	Vendor	Amount	Description
8/10/2022	Spencer Office Supplies	\$31.40	Transparent Tape

Vendor Total: \$31.40

Line Item Total: \$94.39

001.4010.6770 Library Capital

Date	Vendor	Amount	Description
8/3/2022	Baker & Taylor	\$14.97	Books-Young Adult
8/3/2022	Baker & Taylor	\$110.20	Books-Adult/Young Adult
8/26/2022	Baker & Taylor	\$37.75	Books-Young Adult

Vendor Total: \$162.92

001.4010.6770 Library Capital

Date	Vendor	Amount	Description
8/11/2022	CENGAGE Learning Inc/Gale	\$220.91	Books-Large Type
8/12/2022	CENGAGE Learning Inc/Gale	\$23.25	Books-Large Type
8/17/2022	CENGAGE Learning Inc/Gale	\$41.23	Books-Large Type
8/19/2022	CENGAGE Learning Inc/Gale	\$21.75	Books-Large Type

Vendor Total: \$307.14

001.4010.6770 Library Capital

Date	Vendor	Amount	Description
8/1/2022	Center Point Large Print	\$279.84	Books-Large Type

Vendor Total: \$279.84

001.4010.6770 Library Capital

Date	Vendor	Amount	Description
8/4/2022	Junior Library Guild	\$117.15	Books-Children's/Young Adult
8/18/2022	Junior Library Guild	\$202.30	Books-Children's/Young Adult

Vendor Total: \$319.45

001.4010.6770 Library Capital

Date	Vendor	Amount	Description
8/1/2022	The Penworthy Company LLC	\$157.20	Books-Children's

Vendor Total: \$157.20

001.4010.6770 Library Capital

Date	Vendor	Amount	Description
8/22/2022	Tall Girl Publishing	\$31.98	Books-Children's

Vendor Total:	\$31.98
----------------------	----------------

001.4010.6770 Library Capital

Date	Vendor	Amount	Description
8/3/2022	Blackstone Publishing	\$31.99	Sound recordings-Adult
8/9/2022	Blackstone Publishing	\$116.51	Sound recordings-Adult
8/17/2022	Blackstone Publishing	\$32.00	Sound recordings-Adult

Vendor Total:	\$180.50
----------------------	-----------------

001.4010.6770 Library Capital

Date	Vendor	Amount	Description
7/21/2022	MicroMarketing LLC	\$41.99	Sound recordings-Children's

Vendor Total:	\$41.99
----------------------	----------------

Line Item Total:	\$1,481.02
-------------------------	-------------------

Expenses Total:	\$2,914.74
------------------------	-------------------

<h1>Emmetsburg Public Library</h1> <p>Addendum to Expenditures for the month of August 2022</p>

001.4010.6240 Meetings & Conferences

Date	Vendor	Amount	Description
9/8/2022-A	Iowa Library Association	\$180.00	Fall Conference

Line Item Total:	\$180.00
-------------------------	-----------------

Expenses Total:	\$180.00
------------------------	-----------------

Emmetsburg Public Library

Petty Cash Fund

Expenditures for Aug. 1-Sept. 9, 2022

001.4010.6508 Postage & Shipping

Date	Employee Purchasing Amount	Description
8/9/2022	Nathan R. E. Clark	\$3.95 Postage
8/17/2022	Nathan R. E. Clark	\$3.32 Postage
9/9/2022	Anna Veltri	\$3.95 Postage

Line Item Total: \$11.22

001.4010.6506 Office Supplies

Date	Employee Purchasing Amount	Description
8/3/2022	Nathan R. E. Clark	\$11.00 Disinfecting Wipes

Line Item Total: \$11.00

001.4010.6599 Other Supplies

Date	Employee Purchasing Amount	Description
8/20/2022	Nathan R. E. Clark	\$9.61 Food Items
8/20/2022	Nathan R. E. Clark	\$6.50 Prizes
8/23/2022	Nathan R. E. Clark	\$8.55 Disposable Tablecloth Roll
9/2/2022	Anna Veltri	\$48.77 Crafting Supplies/Food Items

Line Item Total: \$73.43

Petty Cash Total: \$95.65