



Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

Emmetsburg Public Library

5:00 p.m., Tuesday September 17, 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, September 17, 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, 6-0.

5:01 Trustee Veltri arrived.

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

5:07 Vice President Neff arrived.

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

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

Correspondence: Library Director Clark presented a an Advisory Opinion from the Iowa Public Information Board shared with him in emails put out by the State Library of Iowa. The Advisory Opinion concerns recent law changes that mandate public boards allowing for hybrid meetings and other types of electronic meetings.

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 introduced Katherine "Kat" Rogers to the board as the new Assistant Director. Clark said that he had gotten to know Kat working side-by-side with her being an employee of the college library. He reminded the trustees that she had been a driving force in setting up the Harry Potter Extravaganza held at the end of August, and was even more so responsible for putting together the Tailgatin' Tales to happen the end of this week.

Clark told the trustees that the used book sale had done quite favorably among past book sales held at the library. He said that \$528.70 was brought in total. He said that the disposal of the leftovers was always an issue, and that this time plans to dispose of the remainders would have to wait another month if the library did not want to "pay to throw away."

Clark updated the trustees that the library had received additional donations in memory of Rosella (Rosie) Metzger to bring the total to \$1,385.00.

Unfinished Business: The policy up for review, the *Library Cards-Eligibility Policy*, 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 second reading of the *Library Cards-Eligibility Policy*, which was seconded by Vice President Neff and carried, 8-0

The policy up for review, the *Library Cards-Applications Policy*, was given its second reading. At the first reading, language was added to ask whether the address given was within city limits or rural. No further changes were suggested. Trustee Veltri moved to approve the second reading of the *Library Cards-Applications Policy*, with no changes. The motion was seconded by Trustee Rouse and carried, 8-0.

The policy up for review, the *Library Cards-Adult Application*, was given its second reading. At the first reading, language was added to ask whether the address given was within city limits or rural. No further changes were suggested. Trustee Hoyman moved to approve the second reading of the *Library Cards-Adult Application* with no changes. The motion was seconded by Trustee Brugman and carried, 8-0.

The policy up for review, the *Library Cards-Youth Application*, was given its second reading. At the first reading, language was added to ask whether the address given was within city limits or rural. No further changes were suggested. Trustee Brown moved to approve the second reading of the *Library Cards-Youth Application* with no changes. The motion was seconded by Trustee Johnson and carried, 8-0.

New Business: The library director's annual evaluation was reviewed by President Merrill. Merrill said that the review overall was good evaluation, but there were areas that could be improved upon. Merrill asked Library Director Clark to formulate 3 or 4 goals for the coming year. Clark said that he would have them ready for the next meeting.

Library Director Clark reported on the progress of the hiring a new Youth Services Director. Kari Gramowski's last day was September 12, 2024. Owing to a miscommunication, the ad did not run in the same paper as the Chamber Director ad, and so the review of applications has been extended until September 30, 2024. Clark hopes to receive a good selection of applicants.

The policy up for review, the *Library Cards-Out-of-State Visitor Cards* was given its first reading. Library Director Clark said that the policy gave an option for out-of-state visitors to have a temporary card. No changes were suggested. Trustee Hoyman moved to approve the first reading of the *Library Cards-Out-of-State Visitor Cards* with no changes. The motion was seconded by Trustee Brown and carried, 8-0.

The policy up for review, the *Library Cards-Institution Cards Policy/Application* was given its first reading. Library Director Clark that the policy was seldom used, but that he liked having the option in case a teacher wanted to use it, and could get their administrator to sign. No changes were suggested Trustee Veltri moved to accept the first reading of the *Library Cards-Institution Cards Policy/Application* with no changes. The motion was seconded by Trustee Rouse seconded the motion. The motion carried, 8-0.

The policy up for review, the *Library Cards-Expiration and Renewal* was given its first reading. Library Director Clark simply states the renewal period and requirements for library cards. No changes were suggested. Vice President Neff moved to accept the first reading of the *Library Cards- Expiration and Renewal* with the suggested changes. The motion was seconded Trustee Rouse seconded the motion. The motion carried, 8-0.

The policy up for review, the *Library Cards-Card-In-Hand Requirements*, was given its first reading. Library Director Clark suggested adding the possibility of the virtual library card through the library's mobile app as a valid card-in-hand. Trustee Hoyman moved to accept the first reading of the *Library Cards-Card-In-Hand Requirements* with the suggested changes. The motion was seconded by Trustee Johnson. The motion carried, 8-0.

5:58 President Merrill left

For the board education module, the board finished *Lunch with the State Library: Library Accreditation*.

Agenda Items for Next Meeting: Board bylaws to include language about hybrid/virtual meetings.

Upcoming meetings: The next meeting of the Emmetsburg Public Library Board of Trustees was set for Tuesday, October 15 at 5:00 p.m. in Room 14 Conference Room of the Emmetsburg Public Library.

Adjourn: Vice President Neff asked for a motion to adjourn the meeting. Trustee Brown moved to adjourn, which was seconded by Trustee Johnson. The motion carried, 7-0. The meeting was adjourned at 6:10 p.m.

Respectfully submitted,



Nathan R. E. Clark, secretary pro tem



Date



Kathryn Merrill, President, Board of Trustees



Date

Emmetsburg Public Library

Expenditures for the month of September 2024

Date	Invoice #	Expense	Vendor	Vendor Account #:	Amount	Description
9/30/2024	41	EMMETSBURG REPORTER-DEMOCRAT			\$120.00	Youth Services Director Ad
			Vendor Total:		\$120.00	
			Line Item Total:		\$120.00	

Date	Invoice #	Expense	Vendor	Vendor Account #:	Amount	Description
10/20/2024		Telecommunications	T-Mobile	997555581	\$7.72	<i>charge</i> Credit Memo
			Vendor Total:		\$7.72	
			Line Item Total:		\$7.72	

Date	Invoice #	Expense	Vendor	Vendor Account #:	Amount	Description
9/24/2024		Library Materials	The Des Moines Register #1150	DM8578230	\$1.16	10/1/2024-10/31/2024 Service
			Vendor Total:		\$1.16	

Date	Invoice #	Expense	Vendor	Vendor Account #:	Amount	Description
8/28/2024		Library Materials	Food Network Magazine		\$19.97	One-year subscription
			Vendor Total:		\$19.97	
			Line Item Total:		\$21.13	

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

Date	Invoice #	Vendor	Amount	Description
9/6/2024	4798368	Loffler	\$68.95	Toner Contract

Vendor Total: \$68.95

Line Item Total: \$68.95

001.4010.6507 Operating Supplies Vendor Account #: 143160000 Bid # CTL004

Date	Invoice #	Vendor	Amount	Description
9/17/2024	7536664	DEMCO	\$762.10	Book Tape, Fiber Tape, Classification Labels, Book Jacket Covers, Benefit Denial DVD Cases

Vendor Total: \$762.10

001.4010.6507 Operating Supplies Vendor Account #: 106747

Date	Invoice #	Vendor	Amount	Description
9/17/2024	1489201	Kent Adhesive Products Co.	\$183.70	Rigid Laminate Book Covers

Vendor Total: \$183.70

001.4010.6507 Operating Supplies Vendor Account #:

Date	Invoice #	Vendor	Amount	Description
9/9/2024	70529	ELM USA, Inc.	\$265.95	Disc Repair Machine Consumable Supplies

Vendor Total: \$265.95

Line Item Total: \$1,211.75

001.4010.6770 Library Capital Vendor Account #: 206185 L510974 2 B00000

Date	Invoice #	Vendor	Amount	Description
9/5/2024	2038530449	Baker & Taylor	\$17.10	Books-Adult
9/5/2024	2038530450	Baker & Taylor	\$55.28	Books-Adult
9/5/2024	2038530451	Baker & Taylor	\$7.19	Books-Young Adult
9/16/2024	2038563408	Baker & Taylor	\$7.79	Books-Adult
9/16/2024	2038563409	Baker & Taylor	\$15.95	Books-Adult

Vendor Total: \$103.31

001.4010.6770 Library Capital Vendor Account #: 151562

Date	Invoice #	Vendor	Amount	Description
9/3/2024	85265296	Gale/CENGAGE Learning	\$89.97	Books-Large Type
9/5/2024	85336466	Gale/CENGAGE Learning	\$117.71	Books-Large Type
9/5/2024	85336638	Gale/CENGAGE Learning	\$116.96	Books-Large Type
9/5/2024	85337870	Gale/CENGAGE Learning	\$80.97	Books-Large Type
9/19/2024	85632733	Gale/CENGAGE Learning	\$62.97	Books-Large Type
9/19/2024	85631966	Gale/CENGAGE Learning	\$26.99	Books-Large Type
9/19/2024	85632012	Gale/CENGAGE Learning	\$82.47	Books-Large Type
9/25/2024	85692523	Gale/CENGAGE Learning	\$59.23	Books-Large Type
9/25/2024	85692987	Gale/CENGAGE Learning	\$92.22	Books-Large Type
9/26/2024	85705119	Gale/CENGAGE Learning	\$97.50	Books-Large Type

Vendor Total: \$826.99

001.4010.6770 Library Capital Vendor Account #: 2115338

Date	Invoice #	Vendor	Amount	Description
9/1/2024	2115338	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
7/2/2024	686486	Junior Library Guild	\$141.75	Books-Children's/Young Adult
8/1/2024	689171	Junior Library Guild	\$141.75	Books-Children's/Young Adult
10/1/2024	693614	Junior Library Guild	\$244.78	Books-Children's/Young Adult

Vendor Total: \$528.28

001.4010.6770 Library Capital Invoice # Vendor Account #: 0045340 MidAmerica Books \$72.49 Books-Children's

Vendor Total: \$72.49

001.4010.6770 Library Capital Invoice # Vendor Account #: ARU0375361 Willow Lane Education \$78.97 Books-Children's

Vendor Total: \$78.97

001.4010.6770 Library Capital Invoice # Vendor Account #: ARU0375355 East West Books \$120.95 Books-Children's

Vendor Total: \$120.95

001.4010.6770 Library Capital Invoice # Vendor Account #: 6960 Golden Horse Ltd \$16.63 Books-Adult

Vendor Total: \$16.63

001.4010.6770 Library Capital Invoice # Vendor Account #: 103398 2169480 Blackstone Publishing \$152.77 Sound recordings-Adult

Vendor Total: \$152.77

001.4010.6770 Library Capital

Date	Invoice #	Vendor	Amount	Description
9/5/2024	962672	MicroMarketing LLC	\$85.98	Sound Recordings-Children's Books-Children's
9/5/2024	962645	MicroMarketing LLC	\$42.08	Books-Children's
9/10/2024	962945	MicroMarketing LLC	\$41.99	Sound Recordings-Children's
9/11/2024	963219	MicroMarketing LLC	\$16.14	Books-Children's
9/17/2024	963523	MicroMarketing LLC	\$42.93	Books-Children's
9/17/2024	963531	MicroMarketing LLC	\$47.77	Books-Children's
9/30/2024	964333	MicroMarketing LLC	\$49.79	Sound Recordings-Children's

Vendor Total: \$326.68

001.4010.6770 Library Capital

Date	Invoice #	Vendor	Amount	Description
9/18/2024	11R6-HLYY-L3CG	Amazon Capital Services	\$56.30	Books-Adult
10/1/2024	1KTW-RQFG-H9XT	Amazon Capital Services	\$232.76	Videorecordings
10/1/2024	1KTW-RQFG-JG67	Amazon Capital Services	\$406.46	Videorecordings

Vendor Total: (Split with Trust Funds-PACGDC Funds) \$695.52

Line Item Total: \$3,217.43

Expenses Total: \$4,646.98

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

Date	Invoice #	Vendor	Amount	Description
10/4/2024	167.5901.6608	Jillann Gabrielle	\$600.00	The Garbo The Musical Performance/Travel

Vendor Total: \$600.00

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

Date	Invoice #	Vendor	Amount	Description
9/6/2024	1FGW-CGLW-L6TD	Amazon Capital Services	\$316.27	PACGDC 2023 M3 Grant-Dice, Console Video Games, Children's Board Games, Credit Memo
9/12/2024	1DPT-LPF6-1YMT	Amazon Capital Services	-\$129.34	

9/12/2024	16KK-VD1R-19VP	Amazon Capital Services	\$216.83	Console Video Games, Board Games
9/15/2024	1XCY-LMK4-RWHL	Amazon Capital Services	\$64.79	Board Games
			\$468.55	

Vendor Total: \$1,164.07 (Includes \$695.52 from Library Capital)

Trust Funds Total: \$1,068.55

Grand Total: \$5,715.53

Emmetsburg Public Library

Petty Cash Fund

Expenditures for Sept. 1-30, 2024

001.4010.6599 Other Supplies

Date	Employee	Purchasing Amount	Description
9/6/2024	Katherine Rogers	\$27.50	Program Supplies/Refreshments
9/20/2024	Nathan R. E. Clark	\$20.00	Popcorn
9/25/2024	Nathan R. E. Clark	\$9.30	Program Supplies/Refreshments

Line Item Total: \$56.80

001.4010.6507 Operating Supplies

Date	Employee	Purchasing Amount	Description
9/13/2024	Nathan R. E. Clark	\$15.16	Distilled Water

Line Item Total: \$15.16

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

151.6001.6413 PACGDC Grant Funds

Date	Employee	Purchasing Amount	Description
9/13/2024	Nathan R. E. Clark	\$448.00	2023 M3 Grant-65" 4K TV

Line Item Total: \$448.00

Petty Cash Total: \$519.96