

## Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

Emmetsburg Public Library

5:00 p.m., Tuesday, November 16, 2021

Conference Room 14; Social Distancing Guidelines Observed

**Call to Order:** The Emmetsburg Public Library Board of Trustees monthly meeting was called to order by President Dave Carpenter at 5:11 p.m. on Tuesday, November 16, 2021, in the Conference Room 14 of the Emmetsburg Public Library with seat spacing appropriate to social distancing requirement. Trustees present were Carpenter, Sue Brown, Kathy Merrill, Joe Schany, JaDee Gloede, and Joe Veltri. Trustee Jan Stillman joined by telephone. Trustee Marilyn Carlstrom 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 Merrill moved to approve the agenda, which was seconded by Trustee Brown. The motion carried, 8-0.

**Minutes Approval:** The minutes of the October meeting were prepared by Library Director Clark in advance of the meeting. Trustee Schany made a motion to approve the minutes of the October 2021 meeting. The motion was seconded by Trustee Gloede and carried, 8-0.

**Bill Approval:** The expenses for the month of October 2021 were read by Library Director Clark. Trustee Merrill moved to approve the expenses of October 2021, which was seconded by Trustee Neff and carried, 8-0.

**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 did not meet since the last Board meeting and has no report.

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

*Standards & Accreditation:* The committee did not meet since the last Board meeting and has no report.

**Library Director's Report:** Library Director Clark said that there had been several successful programs over the past month. He said that the Edgar Allan Poe program was well attended at 40 attendees and that he received many positive comments about the program. He said that in addition to the usual gaming programs, another Pokémon program was held, which was both full and successful.

Clark said that some other programs struggled to find their audiences and did not have as high of attendance.

Clark shared with the board planned upcoming programs to look for before the next board meeting. He said that tomorrow was a two-hour early out day for the local schools, and the library will be holding both a program for Kindergartners through fourth graders and sugar cookie decorating program aimed at

older children. The following week, programs are scheduled for each day the children are out early or out of school, altogether. These include a retro video game program, a scavenger hunt with prizes and a movie for tweens. A trivia program for tweens is planned for the next week's early out day.

Lastly, Clark shared that he would be the presenter for the program in December on Tuesday, December 14<sup>th</sup> following the book club's discussion of *For All the Tea in China*, where he would give a program about tea. He said that he would also have plenty of teas to taste along with treats. He said there would also be another Pokémon program the next day.

#### **Unfinished Business:**

The policy up for review, the Loan of Equipment-LCD Projector & Portable PA System Policy, was given its second reading. No changes were made at the last meeting and no changes were suggested. Trustee Veltri made a motion to accept the second reading of the Loan of Equipment-LCD Projector & Portable PA System Policy. The motion was seconded by Trustee Schany and carried, 8-0.

The policy up for review, the ILCC Library Computer and Acceptable Use Policy, was given its second reading. It is the set of rules governing the public's use of the college computer lab, and the library adopts it for its required computer use policy. Trustee Brown moved to approve the second reading of the ILCC Library Computer and Acceptable Use Policy, and Trustee Gloede seconded the motion. The motion carried, 8-0.

Library Director Clark presented a grant proposal to submit to the city for approval for a ceiling mounted digital projector and motorized projector screen with installation, cabling, and mounting hardware. The project totaled \$4,650.00. Kathy Merrill made a motion to apply for a Mini-Grant from PACGDC for "Ceiling-Mounted Projector, Screen & Wiring" in the amount of \$4,650.00. Jan Stillman seconded Motion carried, 8-0.

#### **New Business:**

Library Director Clark reminded the trustees that there had been an initiative to bring more speakers and programs to the library that was begun months before COVID-19 hit. Now, with most restrictions some months distant, the library has resumed the emphasis on in-person programming. Clark spoke of the success of the last two paid speakers and sought approval for continuing to book speakers or performers on a regular basis within the confines of budgetary resources.

Clark provided a sheet promoting an Abraham Lincoln impersonator who he met and whose performance he saw at a recent "Performer's Showcase" that was hosted in Emmetsburg. He said that he would be interested in booking him for February to go along with the Lincoln's Birthday and President's Day holidays. Trustee Gloede stated that she would be interested in hosting the speaker at the school, as well. Trustee Merrill made a motion to explore booking the Lincoln impersonator for a dual engagement at the school and public library. The motion was seconded by Trustee Gloede and carried, 8-0.

**Agenda Items for Next Meeting:** Trustee Stillman plans to join the meeting by Zoom again in December.

**Adjourn:** President Carpenter adjourned the meeting at 5:45 p.m. The next meeting of the Board of Trustees is scheduled for Tuesday, December 21, 2021 at the Emmetsburg Public Library.

Respectfully submitted,

Nathan R E Clark

Nathan R. E. Clark, secretary pro tem

12/21/2021

Date



President, Board of Trustees

12-21-21

Date

# Emmetsburg Public Library

## Expenditures for the month of November 2020

### 001.4010.6373 Telecommunications Expense

Date	Vendor	Amount	Description
11/22/2021	Windstream Iowa Communications	\$136.95	Telephone lines + long distance service

**Vendor Total: \$136.95**

**Line Item Total: \$136.95**

### 001.4010.6502 Library Materials

Date	Vendor	Amount	Description
12/1/2021	The Saturday Evening Post Society, Inc.	\$15.00	One-year subscription

**Vendor Total: \$15.00**

### 001.4010.6502 Library Materials

Date	Vendor	Amount	Description
12/1/2021	The Iowan Magazine	\$24.00	One-year subscription

**Vendor Total: \$24.00**

### 001.4010.6502 Library Materials

Date	Vendor	Amount	Description
10/19/2021	HGTV Magazine	\$19.97	One-year subscription

**Vendor Total: \$19.97**

### 001.4010.6502 Library Materials

Date	Vendor	Amount	Description
12/1/2021	Smithsonian Magazine	\$16.00	Two-year subscription

**Vendor Total: \$16.00**

**Line Item Total: \$74.97**

### 001.4010.6504 Minor Equipment

Date	Vendor	Amount	Description
10/30/2021	Amazon	\$419.90	Book/Document Scanner
		\$419.90	

**Vendor Total: *Split Vendor Total with Library Capital***

**Line Item Total: \$419.90**

**001.4010.6506 Office Supplies**

Date	Vendor	Amount	Description
11/1/2021	Loffler	\$50.31	Toner Contract

<b>Vendor Total:</b>	<b>\$50.31</b>
----------------------	----------------

<b>Line Item Total:</b>	<b>\$50.31</b>
-------------------------	----------------

**001.4010.6507 Operating Supplies**

Date	Vendor	Amount	Description
10/29/2021	Demco	\$268.74	Date Due Slips, Liquid Plastic Adhesive, book tape, classification labels, fiber tape, label protectors

<b>Vendor Total:</b>	<b>\$268.74</b>
----------------------	-----------------

**001.4010.6507 Operating Supplies**

Date	Vendor	Amount	Description
12/1/2021	The Shopper, Inc.	\$689.71	Benefit denial DVD cases

<b>Vendor Total:</b>	<b>\$689.71</b>
----------------------	-----------------

<b>Line Item Total:</b>	<b>\$958.45</b>
-------------------------	-----------------

**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
10/19/2021	Baker & Taylor	\$156.87	Books-Adult
11/2/2021	Baker & Taylor	\$78.49	Books-Adult
11/3/2021	Baker & Taylor	\$251.11	Books-Adult
11/3/2021	Baker & Taylor	\$38.81	Books-Adult

<b>Vendor Total:</b>	<b>\$525.28</b>
----------------------	-----------------

**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
11/4/2021	Gale/CENGAGE Learning	\$123.45	Books-Large Type
11/9/2021	Gale/CENGAGE Learning	\$24.69	Books-Large Type
11/16/2021	Gale/CENGAGE Learning	\$24.69	Books-Large Type
11/17/2021	Gale/CENGAGE Learning	\$39.73	Books-Large Type
11/18/2021	Gale/CENGAGE Learning	\$49.38	Books-Large Type
11/18/2021	Gale/CENGAGE Learning	\$23.25	Books-Large Type

<b>Vendor Total:</b>	<b>\$285.19</b>
----------------------	-----------------

**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
11/1/2021	Center Point Large Print	\$279.84	Books-Large Type

<b>Vendor Total:</b>	<b>\$279.84</b>
----------------------	-----------------

**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
12/1/2021	Junior Library Guild	\$117.15	Books-Childrens/Young Adult

<b>Vendor Total:</b>	<b>\$117.15</b>
----------------------	-----------------

**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
11/2/2021	MicroMarketing	\$29.14	Books-Children's
11/9/2021	MicroMarketing	\$25.98	Sound Recordings-Children's
11/15/2021	MicroMarketing	\$20.99	Sound Recordings-Children's

<b>Vendor Total:</b>	<b>\$76.11</b>
----------------------	----------------

**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
11/3/2021	Blackstone Publishing	\$104.00	Sound Recordings-Adult
11/9/2021	Blackstone Publishing	\$36.00	Sound Recordings-Adult
11/9/2021	Blackstone Publishing	\$91.98	Sound Recordings-Adult
11/18/2021	Blackstone Publishing	\$116.00	Sound Recordings-Adult

<b>Vendor Total:</b>	<b>\$347.98</b>
----------------------	-----------------

**001.4010.6770 Library Capital**

Date	Vendor	Amount	Description
10/10/2021	Amazon	\$28.18	Books-Adult/Videorecordings
10/10/2021	Amazon	\$90.24	Crafting Supplies/Books-Young Adult
10/21/2021	Amazon	\$11.97	Videorecordings
10/24/2021	Amazon	\$26.34	Videorecordings
10/29/2021	Amazon	\$14.39	Books-Adult
10/29/2021	Amazon	\$72.34	Books-Adult
10/30/2021	Amazon	\$54.78	Board Games/Books-Adult
10/30/2021	Amazon	\$47.97	Books-Adult
10/31/2021	Amazon	\$26.67	Books-Young Adult
11/3/2021	Amazon	\$14.59	Videorecordings
11/5/2021	Amazon	\$34.94	Videorecordings
11/5/2021	Amazon	\$12.29	Books-Adult
11/6/2021	Amazon	\$23.99	Books-Adult
10/25/2021	Amazon	-\$25.97	
		<b>\$432.72</b>	

<b>Vendor Total:</b>	<b>\$852.62</b>
----------------------	-----------------

*Includes \$419.90 from Minor Equipment*

<b>Line Item Total:</b>	<b>\$2,064.27</b>
-------------------------	-------------------

<b>Expenses Total:</b>	<b>\$3,704.85</b>
------------------------	-------------------

# Emmetsburg Public Library Petty Cash Fund

## Expenditures for November 1-30, 2021

### 001.4010.6508 Postage & Shipping

Date	Employee Purchasing Amount	Description
11/2/2021	Nathan R. E. Clark \$3.63	Postage
11/5/2021	Nathan R. E. Clark \$3.03	Postage
11/18/2021	Nathan R. E. Clark \$3.03	Postage
11/29/2021	Nathan R. E. Clark \$3.03	Postage
11/30/2021	Nathan R. E. Clark \$7.26	Postage

**Line Item Total: \$19.98**

### 001.4010.6599 Other Supplies

Date	Employee Purchasing Amount	Description
11/3/2021	Kari Gramowski \$10.09	Food Items/Cups
11/9/2021	Nathan R. E. Clark \$14.49	Food Items/Water
11/12/2021	Kari Gramowski \$3.26	Crafting Supplies
11/15/2021	Rebecca Schmit \$4.00	Food Items
11/17/2021	Nathan R. E. Clark \$13.47	Icing
11/17/2021	Kari Gramowski \$26.48	Food Items
11/17/2021	Nathan R. E. Clark \$28.96	Food Items
11/22/2021	Rebecca Schmit \$2.00	Food Items
11/22/2021	Nathan R. E. Clark \$6.50	Food Items
11/26/2021	Kari Gramowski \$9.96	Food Items

**Line Item Total: \$119.21**

### 001.4010.6770 Library Capital

Date	Employee Purchasing Amount	Description
11/4/2021	Nathan R. E. Clark \$19.99	Books-Children's

**Line Item Total: \$19.99**

**Petty Cash Total: \$159.18**