

Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

Emmetsburg Public Library

5:00 p.m., Tuesday, September 20, 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, September 20, 2022, in the Conference Room 14 of the Emmetsburg Public Library. Trustees present were Merrill, Sue Brown, Joel Hoyman, Marilyn Carlstrom, Jan Stillman, Joe Veltri, and Vice President Jacob Neff. Trustees Joe Schany and JaDee Gloede were 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 Stillman. The motion carried, 7-0.

Minutes Approval: The minutes of the August meeting were prepared by Library Director Clark in advance of the meeting. Trustee Stillman made a motion to approve the minutes of the August 2022 meeting. The motion was seconded by Trustee Carlstrom and carried, 7-0.

Bill Approval: The expenses for the month of August 2022 were read by Library Director Clark. Trustee Veltri moved to approve the expenses of August 2022, which was seconded by Trustee Hoyman and carried, 7-0.

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

Correspondence: There was no correspondence to discuss this month.

Board Committees:

Finance & Budget Committee: The first meeting concerning the FY2024 budget request was held for the hour before the regularly scheduled September 20, 2022 meeting in Room 14. The committee was able to do a run-through of all the line items.

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

Standards & Accreditation: The has now met three times in the past two months and has completely run through the standards laid out in the latest edition of *In Service to Iowa*. A

Library Director's Report: Library Director Clark described meetings he had attended recently and mentioned that the day before he was at a meeting where Jamie Neff from the Palo Alto County Iowa State University Extension Office spoke and talked about the visioning project that occurred in Emmetsburg. Clark said that he thought it would be helpful to have Neff present at our next board meeting about the visioning activities that had already been done in this community as the board works on its next long-range plan. The board told Clark to put her on the agenda for the next meeting.

Clark mentioned that while the Monday-Thursday Afterschool Homework Help program is not seeing large numbers, the first few weeks of the Pokémon Club on Friday afternoons are promising.

Clark said that he thinks the numbers have been helped by the school visits to the Middle School, where he and Anna Veltri spoke with all the Middle Schools students over eight periods. He added that Anna spoke to the lion's share of these classes.

Clark shared that tomorrow is a two-hour early out day, and that there are programs planned for both older and younger children.

Finally, Clark told the trustees that the library would again be hosting a live performer with Jillann Gabrielle returning to perform her one-woman play, "Oh, Jackie O.!"

Unfinished Business:

Discussion of the Tables/Chairs pricing was tabled until resolution of the leaking roof.

The policy up for review, the Youth Services Director Job Description, was given its second reading. A few wording changes and relocations were made at the last meeting: 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 second reading of the policy as amended. The motion was seconded by Trustee Neff and carried, 7-0.

New Business:

Library Director Clark went with President Merrill to the Algona Public Library, which has been completely remodeled on the inside, to view their new children's shelving. The shelving is a bit different from conventional library shelving. It offers more built-in space for front-facing display of books and offers books in a record store bin-type shelving, which is also front-facing as opposed to conventional, spine-out shelving. The advantages of the new shelving are that the books sit down lower for younger people and are more enticing being front facing. The disadvantages would be a decreased ability to scan shelves for items to retrieve them and their reduced capacity per like-sized ranges, which means the collection size would have to be reduced.

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 Patrick Callahan

Adjourn: President Merrill asked for a motion to adjourn the meeting at 6:16 p.m. Trustee Brown moved to adjourn, and Trustee Veltri seconded the motion. The meeting was adjourned. The next meeting of the Board of Trustees is scheduled for Tuesday, October 18, 2022 at the Emmetsburg Public Library.

Respectfully submitted,

Nathan R E Clark

10/18/22

Nathan R. E. Clark, secretary pro tem

Date

Kathy Merrill

11/3/2022

President, Board of Trustees

Date

Emmetsburg Public Library

Expenditures for the month of October 2022

001.4010.6373 Telecommunications Expense

Date	Vendor	Amount	Description
11/1/2022	Windstream Iowa Communications	\$137.01	Telephone lines + long distance service

Vendor Total: \$137.01

Line Item Total: \$137.01

001.4010.6406 Damages/Tort Claims

Date	Vendor	Amount	Description
10/4/2022	NICC Library	\$31.00	Lost Interlibrary Loan DVDs

Vendor Total: \$31.00

Line Item Total: \$31.00

001.4010.6419 Technology Services Expense

Date	Vendor	Amount	Description
11/1/2022	OCLC, Inc.	\$192.98	Monthly Cataloging Subscription
11/1/2022	OCLC, Inc.	\$353.63	Yearly WebDewey Subscription

Vendor Total: \$546.61

001.4010.6419 Technology Services Expense

Date	Vendor	Amount	Description
10/11/2022	World Trade Press	\$365.21	Global Road Warrior/Atoz the USA Databases Yearly Subscription

Vendor Total: \$365.21

Line Item Total: \$911.82

001.4010.6502 Library Materials

Date	Vendor	Amount	Description
10/24/2022	Des Moines Register	\$25.50	Monthly Payment

Vendor Total: \$25.50

001.4010.6502 Library Materials

Date	Vendor	Amount	Description
11/2/2022	Motortrend	\$8.00	One-Year Subscription

Vendor Total: \$8.00

001.4010.6502 Library Materials

Date	Vendor	Amount	Description
9/28/2022	HGTV Magazine	\$29.97	One-Year Subscription

Vendor Total: \$29.97

001.4010.6502 Library Materials			
Date	Vendor	Amount	Description
10/18/2022	Popular Science	\$12.00	One-Year Subscription

Vendor Total:	\$12.00
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001.4010.6502 Library Materials			
Date	Vendor	Amount	Description
9/28/2022	Harper's Magazine	\$16.97	One-Year Subscription

Vendor Total:	\$16.97
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001.4010.6502 Library Materials			
Date	Vendor	Amount	Description
11/2/2022	The New York Review of Books	\$34.00	One-Year Subscription

Vendor Total:	\$34.00
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Line Item Total:	\$126.44
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001.4010.6506 Office Supplies			
Date	Vendor	Amount	Description
10/3/2022	Loffler	\$79.80	Toner Contract

Vendor Total:	\$79.80
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001.4010.6506 Office Supplies			
Date	Vendor	Amount	Description
10/3/2022	Spencer Office Supplies	\$45.04	Cardstock

Vendor Total:	\$45.04
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Line Item Total:	\$124.84
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001.4010.6770 Library Capital			
Date	Vendor	Amount	Description
9/27/2022	Baker & Taylor	\$15.39	Books-Adult
10/3/2022	Baker & Taylor	\$9.68	Books-Children's
10/4/2022	Baker & Taylor	\$229.03	Books-Adult
10/5/2022	Baker & Taylor	\$11.98	Books-Young Adult
10/5/2022	Baker & Taylor	\$155.55	Books-Adult/Young Adult
10/14/2022	Baker & Taylor	\$5.99	Books-Young Adult
10/18/2022	Baker & Taylor	\$129.17	Books-Adult
10/21/2022	Baker & Taylor	\$127.66	Books-Adult
10/22/2022	Baker & Taylor	\$13.58	Books-Children's
10/22/2022	Baker & Taylor	\$76.92	Books-Children's
10/22/2022	Baker & Taylor	\$7.79	Books-Young Adult

Vendor Total:	\$782.74
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001.4010.6770 Library Capital				
Date	Vendor	Amount	Description	
10/5/2022	Gale/CENGAGE Learning	\$29.59	Books-Large Type	
10/10/2022	Gale/CENGAGE Learning	\$43.50	Books-Large Type	
10/13/2022	Gale/CENGAGE Learning	\$174.13	Books-Large Type	
10/19/2022	Gale/CENGAGE Learning	\$61.47	Books-Large Type	
10/20/2022	Gale/CENGAGE Learning	\$65.25	Books-Large Type	
10/24/2022	Gale/CENGAGE Learning	\$74.07	Books-Large Type	
Vendor Total:		\$448.01		

001.4010.6770 Library Capital				
Date	Vendor	Amount	Description	
10/1/2022	Center Point Large Print	\$287.04	Books-Large Type	
Vendor Total:		\$287.04		

001.4010.6770 Library Capital				
Date	Vendor	Amount	Description	
11/3/2022	Junior Library Guild	\$117.15	Books-Children's/Young Adult	
Vendor Total:		\$117.15		

001.4010.6770 Library Capital				
Date	Vendor	Amount	Description	
9/1/2022	MidAmerica Books	\$55.85	Books-Children's	
Vendor Total:		\$55.85		

001.4010.6770 Library Capital				
Date	Vendor	Amount	Description	
10/17/2022	Iowa Poetry Association	\$12.75	Books-Adult	
Vendor Total:		\$12.75		

001.4010.6770 Library Capital				
Date	Vendor	Amount	Description	
10/25/2022	Grey House Publishing	\$148.50	Books-Reference	
Vendor Total:		\$148.50		

001.4010.6770 Library Capital				
Date	Vendor	Amount	Description	
10/13/2022	The Penworthy Company LLC	\$195.06	Books-Children's	
Vendor Total:		\$195.06		

001.4010.6770 Library Capital			
Date	Vendor	Amount	Description
10/12/2022	Arley K. Fadness	\$21.50	Books-Adult
Vendor Total:		\$21.50	

001.4010.6770 Library Capital			
Date	Vendor	Amount	Description
10/10/2022	Blackstone Publishing	\$123.98	Sound Recordings-Adult
10/11/2022	Blackstone Publishing	\$63.99	Sound Recordings-Adult
Vendor Total:		\$187.97	

001.4010.6770 Library Capital			
Date	Vendor	Amount	Description
10/11/2022	MicroMarketing LLC	\$15.34	Books-Children's
10/13/2022	MicroMarketing LLC	\$53.80	Sound Recordings-Children's
10/25/2022	MicroMarketing LLC	\$15.38	Books-Children's
Vendor Total:		\$84.52	

001.4010.6770 Library Capital			
Date	Vendor	Amount	Description
9/12/2022	Amazon	\$73.72	Videorecordings
9/20/2022	Amazon	\$53.44	Books-Adult/Videorecordings
9/20/2022	Amazon	\$50.13	Videorecordings
9/28/2022	Amazon	\$48.08	Books-Adult/Children's
9/29/2022	Amazon	\$59.63	Videorecordings
10/3/2022	Amazon	\$30.10	Videorecordings
Vendor Total:		\$315.10	
Line Item Total:		\$2,656.19	
Expenses Total:		\$3,987.30	

Emmetsburg Public Library

Petty Cash Fund

Expenditures for October 3- November 1, 2022

001.4010.6508 Postage & Shipping

Date	Employee	Purchasing Amount	Description
10/26/2022	Anna Veltri	\$3.32	Postage

Line Item Total: \$3.32

001.4010.6599 Other Supplies

Date	Employee	Purchasing Amount	Description
10/5/2022	Kari Gramowski	\$20.00	Popcorn
10/5/2022	Nathan R. E. Clark	\$27.54	Batteries, Refreshments
10/11/2022	Kari Gramowski	\$33.00	Flannel Board Story Kit
10/13/2022	Kari Gramowski	\$10.67	Blow-Out Noisemakers
10/13/2022	Nathan R. E. Clark	\$12.65	Bowling Game; Prizes
10/18/2022	Anna Veltri	\$14.13	Cake Mix, Frosting Eggs
10/19/2022	Nathan R. E. Clark	\$17.91	Ice Cream
10/19/2022	Nathan R. E. Clark	\$51.95	Cookies, Candies, Straws, Spoons, Treat Sticks, and Color Cardstock
10/19/2022	Nathan R. E. Clark	\$25.65	3 gallons Root Beer
10/21/2022	Nathan R. E. Clark	\$9.75	Pokémon Club Prizes
10/25/2022	Anna Veltri	\$64.54	Minute-to-Win-It Supplies + Prizes
10/25/2022	Kari Gramowski	\$7.27	Tea Lights
11/1/2022	Nathan R. E. Clark	\$5.00	Popcorn

Line Item Total: \$300.06

Petty Cash Total: \$303.44