



Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

Emmetsburg Public Library

5:00 p.m., Tuesday November 18, 2025

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, November 18, 2025 in Conference Room 14 of the Emmetsburg Public Library. Trustees present were Merrill, Sue Brown, Sarah Brugman, Anne Johnson, and Joel Hoyman. Trustees Chelsea Rouse, Joe Veltri, Joe Schany, and Vice President Jacob Neff 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. Trustee Brugman seconded the motion, which carried, 5-0.

Minutes Approval: The minutes of the October 2025 meeting were provided to the trustees. Trustee Johnson moved to approve the minutes of the October 2025 meeting. The motion was seconded by Trustee Brown and carried, 5-0.

Bill Approval: The expenses for the month of October 2025 were read by Library Director Clark. Trustee Brugman moved to approve the expenses for the month of October 2025. The motion was seconded by Trustee Hoyman and carried, 5-0.

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

Correspondence: No correspondence was discussed this month.

Board Committees: ***Finance & Budget Committee:*** The committee has not met since the last Board meeting and has no report. A meeting was scheduled for December 16, 2025 at 4:00 p.m. in Room 14.

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.

Marketing: Trustee Brugman mentioned progress she had made towards offering a Mometrix tutorial for the High School. The idea was brought up of sending the EMU bill flier to Middle and High School students.

Library Director's Report: Library Director Clark said that he had heard back from the college regarding weapons regulations signage. After some mixed messaging, he got a direct response in person from Bob Leifeld, the college Vice President. For complicated legal reasons, the college will not be posting any such signage and recommend against our doing so independently. Leifeld reinforced that library staff or local police are responsible for advising people of these regulations.

Clark told the trustees that the library had submitted a grant request to Early Childhood North Central Iowa. These "Innovative Literacy Grants," are to serve children aged 0-5. The library's grant request is for a mixture of formats to use audio to reinforce print literary, and is for the maximum amount of \$1,250.00

Clark told the trustees about the confusing status of the library's eligibility to receive \$10,000.00 grants from the Carnegie Corporation of New York. Initially, hearing about the grant in various industry and public news outlets, Clark said that he thought the library was not eligible, as it no longer occupied the Carnegie-gifted building. However, he said that he had been contacted by State Library staff who were reaching out to any Carnegie library communities who may not have heard that they were eligible for the grant regardless. Clark said he followed a forwarded link and submitted the library's W-9. To date, he said that he has not heard anything further.

Clark told the trustees that the library would be having a Scholastic Book Fair in the library from November 26th through at least December 9th. Some trustees who had seen posters recommended adding to them that it was a "Scholastic" book fair as they felt the name recognition with the brand was high and would greater entice people to visit. Clark said that he was very pleased to be able to have the fair during peak holiday shopping dates.

Clark directed the trustees attention to the desk outside the meeting room to where a large piece of art was situated. Clark explained that this was Danielle Ambrose's art installation, done for a class, that she offered to the library. Clark had intended to hang where the quilt now hangs, but it ended up being smaller than originally planned. So, he though placing it in that spot would give it greater exposure. There is a short interpretive placard on paper beneath it.

Lastly, Clark told the trustees that he had just learned of Youth Services Director Lori Morey's retirement. Clark said that her last day would be Thursday, December 18th. Clark said that he would be looking to advertise for the position as soon as possible, and he would be talking to City Administrator Kim Kibbie about the possibilities.

Unfinished Business: Ideas for the PACGDC grant request were discussed. Library Director Clark told the trustees that he had not yet heard back from the college on putting up perforated vinyl decal on the window, but that he felt a mini-grant was not needed for the pricing that he was seeing. Pursuant to getting permission, Clark suggested pursuing it with other funds. Clark stated that he had been made aware of the level of fading and wear to the furniture in the same children's area by the window. He suggested buying new furnishings for the area. Trustee Sarah Brugman moved to approve a grant request to the PACGDC, not to exceed \$5,000.00 for the purpose of new children's furnishings. The motion was seconded by Trustee Sue Brown. The motion carried, 5-0.

Library Director Clark was presented with his annual evaluation. President Merrill said that there were some areas of improvement noted, but overall she considered it a very good evaluation. Rather than reading through the entire document and formulating goals on the spot, Clark was asked to develop them for the next meeting.

New Business: The policy up for review, the *Operating Hours Policy*, was being reviewed due to the sudden closure of the college library during evening hours. Library Director Clark said that since circa 2013 or earlier, there had been an arrangement between the college library and public library to split responsibility for keeping the library open weeknights, Monday through Thursday with the public library handling Tuesday and Thursday evenings and the college handling Monday and Wednesday evenings. Clark said he found out two weeks ago that the college would no longer be keeping the library open evenings and would close all afternoons at 4:30 p.m. Clark said while he greatly valued the consistency and convenience for the public of the library being open until 8:00 p.m. each evening, he felt that the public staff was already stretched too thin with regular programming and outreach responsibilities included. Because of that, he said that he could not recommend keeping the hours as they were. Trustee Hoyman moved approve the first reading of the *Operating Hours Policy* as changed to reflect the library being closed at 5:30 p.m. Mondays and Wednesdays year-round. The motion was seconded by Trustee Johnson and carried, 5-0.

The policy draft for consideration, the *Chamber Moveable Letters Sign Policy*, was presented to the trustees. Library Director Clark said that the library had been asked to take over housing of the letters for the downtown Chamber signs. He had developed guidelines to be used in giving out the letters. The policy includes who is eligible to post on the signs and our expectations of them. President Merrill suggested including language that the letters were offered on a "first-come, first-served basis." Others suggested that *Emmetsburg Chamber of Commerce* be named directly in the policy title and language that specifies that the chamber retains ownership of the letters and all responsibilities for the sign trailers, including licensure, transportation and storage. Clark said he would include the changes and have them available for the first reading next month.

Due to the time, the board postponed the board education module scheduled for this month until next month.

Agenda Items for Next Meeting: Items to be included on next meeting's agenda include: director's goals and Smith Foundation Grant due 1/16/2026.

Upcoming meetings: The next meeting of the Emmetsburg Public Library Board of Trustees was set for Tuesday, December 16, 2025 at 5:00 p.m. in Room 14 Conference Room of the Emmetsburg Public Library..

Adjourn: President Merrill asked for a motion to adjourn the meeting. Trustee Brown moved to adjourn, which was seconded by Trustee Johnson. The motion carried, 5-0. The meeting was adjourned at 6:32 p.m.

Respectfully submitted,

Nathan R. E. Clark

Nathan R. E. Clark, secretary pro tem

12/16/2025

Date

Kathryn Merrill

Kathryn Merrill, President, Board of Trustees

12/16/2025

Date

Emmetsburg Public Library

Expenditures for the month of November 2025

001.4010.6210	Dues & Memberships	Vendor Account #:	
Date	Invoice #	Vendor	Description
12/3/2025	10848	Iowa Library Association	Annual Membership Dues-Nathan Clark
		\$142.00	
		Vendor Total:	\$142.00

001.4010.6210	Dues & Memberships	Vendor Account #:	
Date	Invoice #	Vendor	Description
11/5/2025		Palo Alto County Library Association	Annual Membership Dues
		\$30.00	
		Vendor Total:	\$30.00
		Line Item Total:	\$172.00

001.4010.6230	Training	Vendor Account #:	
Date	Invoice #	Vendor	Description
8/5/2025		UW-Madison	Class registration
		\$324.00	
		Vendor Total:	\$324.00
		Line Item Total:	\$324.00

001.4010.6373	Telecommunications Expense	Vendor Account #:	
Date	Invoice #	Vendor	Description
12/2/2025		T-Mobile	Telephone Line
		\$35.68	
		Vendor Total:	\$35.68
		Line Item Total:	\$35.68

001.4010.6414 Printing, Binding & Microfilm

Vendor Account #: _____ **Description**

Date 10/31/2024 **Invoice #** 43679 **Vendor** Advantage Archives, LLC **Amount** \$330.00 **Description** Newspaper Preservation Microfilming

Vendor Total: **\$330.00**

Line Item Total: **\$330.00**

001.4010.6419 Technology Services Expense

Vendor Account #: _____ **Description**

Date 7/1/2025 **Invoice #** 119736 **Vendor** Tumbleweed Press **Amount** \$699.00 **Description** Tumblebooks Yearly Subscription

Vendor Total: **\$699.00**

Line Item Total: **\$699.00**

001.4010.6502 Library Materials

Vendor Account #: DM8578230 **Description**

Date 10/24/2025 **Invoice #** _____ **Vendor** The Des Moines Register **Amount** \$82.97 **Description** 12/1/2025-12/31/2025 Service

Vendor Total: **\$82.97**

001.4010.6502 Library Materials

Vendor Account #: _____ **Description**

Date 10/23/2025 **Invoice #** _____ **Vendor** Allrecipes **Amount** \$8.00 **Description** One-year Periodical Subscription

Vendor Total: **\$8.00**

001.4010.6502 Library Materials

Vendor Account #: _____ **Description**

Date 11/18/2025 **Invoice #** _____ **Vendor** Architectural Digest **Amount** \$39.99 **Description** One-year Periodical Subscription

Vendor Total: **\$39.99**

001.4010.6502 Library Materials Vendor Account #: Description

Date Invoice # Vendor Amount

12/3/2025 Conde Nast Traveler \$10.00 One-year Periodical Subscription

Vendor Total: \$10.00

001.4010.6502 Library Materials Vendor Account #: Description

Date Invoice # Vendor Amount

10/13/2025 Country Living \$10.00 One-year Periodical Subscription

Vendor Total: \$10.00

001.4010.6502 Library Materials Vendor Account #: Description

Date Invoice # Vendor Amount

10/29/2025 Forbes \$12.00 One-year Periodical Subscription

Vendor Total: \$12.00

001.4010.6502 Library Materials Vendor Account #: Description

Date Invoice # Vendor Amount

8/26/2025 Elle \$8.00 One-year Periodical Subscription

Vendor Total: \$8.00

001.4010.6502 Library Materials Vendor Account #: Description

Date Invoice # Vendor Amount

12/3/2025 Funny Times \$20.00 One-year Periodical Subscription

Vendor Total: \$20.00

001.4010.6502 Library Materials Vendor Account #: Description

Date Invoice # Vendor Amount

11/6/2025 HGTV Magazine \$12.00 One-year Periodical Subscription

Vendor Total: \$12.00

001.4010.6502	Library Materials	Vendor Account #:		Description
Date	Invoice #	Vendor	Amount	
10/20/2025		Horticulture	\$24.95	One-year Periodical Subscription
	Vendor Total:		\$24.95	

001.4010.6502	Library Materials	Vendor Account #:		Description
Date	Invoice #	Vendor	Amount	
11/1/2025		Midwest Living	\$10.00	One-year Periodical Subscription
	Vendor Total:		\$10.00	

001.4010.6502	Library Materials	Vendor Account #:		Description
Date	Invoice #	Vendor	Amount	
12/3/2025		Science News	\$59.00	One-year Periodical Subscription
	Vendor Total:		\$59.00	

001.4010.6502	Library Materials	Vendor Account #:		Description
Date	Invoice #	Vendor	Amount	
12/3/2025		Tea-Time	\$29.98	One-year Periodical Subscription
	Vendor Total:		\$29.98	

001.4010.6502	Library Materials	Vendor Account #:		Description
Date	Invoice #	Vendor	Amount	
12/3/2025		Writer's Digest	\$16.00	One-year Periodical Subscription
	Vendor Total:		\$16.00	
	Line Item Total:		\$342.89	

001.4010.6506 Office Supplies

Vendor Account #: OS-21253-01-01

Date Invoice #

Vendor

Amount

Description

11/6/2025

5178051

Loffler

\$119.09

Toner Contract

Vendor Total: \$119.09

Line Item Total: \$119.09

001.4010.6599 Other Supplies

Vendor Account #:

Date Invoice #

Vendor

Amount

Description

12/3/2025

D & L Ceramics

\$165.00

Ceramics Class w/ Fired Pieces, Paints, and Brushes

Vendor Total: \$165.00

Line Item Total: \$165.00

001.4010.6770 Library Capital

Vendor Account #: 151562

Date Invoice #

Vendor

Amount

Description

10/30/2025

999101671609

Gale/CENGAGE Learning

\$65.58

Books-Large Type

Vendor Total: \$65.58

001.4010.6770 Library Capital

Vendor Account #:

Date Invoice #

Vendor

Amount

Description

11/1/2025

2205105

Center Point Large Print

\$49.14

Books-Large Type

11/3/2025

2210655

Center Point Large Print

\$23.97

Books-Large Type

Vendor Total: \$73.11

001.4010.6770 Library Capital

Vendor Account #: J008230

Date Invoice #

Vendor

Amount

Description

12/1/2025

734671

Junior Library Guild

\$141.75

Books-Children's/Young Adult

Vendor Total: \$141.75

001.4010.6770 Library Capital

Vendor Account #: 103398

Date

Invoice #

Vendor

Amount

Description

11/28/2025

2219505

Blackstone Publishing

\$182.26

Sound recordings-Adult

Vendor Total: \$182.26

001.4010.6770 Library Capital

Vendor Account #: AJXB8ULKK16SU

Date

Invoice #

Vendor

Amount

Description

11/10/2025
11/10/2025
11/10/2025
11/10/2025
11/17/2025
11/18/2025
11/19/2025
11/22/2025
11/23/2025
11/30/2025
11/30/2025

1QGR-61CV-6VQP
2PM9-LKDY-FTQV
17TL-1JVL-G1VK
1XWJ-DD3M-GK9N
17YH-9QVT-DMXT
1YT9-FWF7-9XLG
16LM-TVX7-MHFG
17T4-KRCM-F1R3
13KR-RT4L-PKJF
1JPP-CJVL-H6HL
17JL-M7LJ-HMTG

Amazon Capital Services
Amazon Capital Services

\$308.39
\$48.34
\$39.99
\$16.49
\$78.46
\$33.00
\$33.04
\$323.30
\$31.94
\$95.02
\$193.73

Books-Adult/Video recordings
Books-Adult/Video recordings
Console Video Game
Books-Adult
Books-Adult
Books-Adult
Books-Adult
Books-Adult
Books-Adult/Books-Children's
Books-Adult
Books-Adult/Books-Children's
Books-Adult; Board Games; File Folder Labels

Vendor Total: \$1,201.70

Line Item Total: \$1,664.40

Expenses Total: \$3,754.38

Emmetsburg Public Library

Petty Cash Fund

Expenditures for November 4-30, 2025

001.4010.6508 Postage & Shipping

Date	Employee	Purchasing Amount	Description
11/20/2025	Nathan R. E. Clark	\$4.96	Postage

Line Item Total: \$4.96

001.4010.6599 Other Supplies

Date	Employee	Purchasing Amount	Description
11/7/2025	Kathrine Rogers	\$30.94	Program Refreshments
11/13/2025	Nathan R. E. Clark	\$9.57	Program Refreshments
11/14/2025	Lori Morey	\$10.00	Program Refreshments
11/18/2025	Lori Morey	\$34.61	Program Refreshments
11/19/2025	Nathan R. E. Clark	\$18.16	Program Refreshments
11/24/2025	Lori Morey	\$28.24	Program Supplies

Line Item Total: \$131.52

Petty Cash Total: \$136.48