



## Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

Emmetsburg Public Library

5:00 p.m., Tuesday April 15, 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, April 15, 2025 in Conference Room 14 of the Emmetsburg Public Library. Trustees present were Merrill, Sue Brown, Anne Johnson, Chelsea Rouse, Vice President Jacob Neff, Joel Hoyman, and Sarah Brugman. Trustees Joe Veltri and Joe Schany and 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 Johnson and carried, 7-0.

**Minutes Approval:** The minutes of the March 2025 meeting were provided for the trustees. Trustee Hoyman was mistakenly listed as both present and absent. Trustee Rouse made a motion to approve the minutes of the March 2025 meeting with the change. The motion was seconded by Trustee Brugman and carried, 7-0.

**Bill Approval:** The expenses for the month of March 2025 were read by Library Director Clark. Vice President Neff moved to approve the expenses for the month of March 2025. The motion was seconded by Trustee Hoyman and carried, 7-0.

**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 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 told the trustees that none of the library-averse bills introduced in the state legislature had survived the second funnel, effectively killing them for

the current legislative session. However, he did say that the Executive Order gutting the IMLS remained a concern, for the South Dakota State Library had just announced that they would not be renewing their courier service, which was comparable to the one used in Iowa to facilitate interlibrary loans. Both states' services are paid for with IMLS funds, and the fear is that Iowa will have to take similar measures.

Brad Wilkening will return to the library with his talk, *Lessons of the Holocaust*, which ties the tragedy of the past with the need for civility today directly after the meeting at 6:00 p.m. in Room 17.

The "Juggler with the Yellow Shoes" will perform a children's show on Friday, June 6, 2025 at 3:00 p.m. Emmetsburg's own Loren Naig will also be coming to do caricatures and face painting.

Duffy Hudson will return to the library with an all-new magic show for all ages (and possibly a new one-man play) on Friday, June 27, 2025 at 2:30 p.m.

Sean Gaskell, a musician who has been trained in Africa on the West African instrument, the *kora*, will perform at the library Thursday, July 17, 2025 at 6:30 p.m.

**Unfinished Business:** The policy up for review, the *Inclement Weather Closings Policy*, was given its second reading. Language was added to suggesting the library's mobile app at the last meeting. Removing 'also' from the first sentence of the first paragraph Trustee Hoyman moved to approve the second reading of the *Inclement Weather Closings Policy* with the new change. Trustee Brugman seconded the motion, which carried, 7-0

The policy up for review, the *Part-Time Library Assistant Job Description* was given its second reading. No changes were made at the first reading, and no new changes were suggested. Trustee Hoyman made a motion to approve the second reading of the *Part-Time Library Assistant Job Description*. Vice President Neff seconded the motion. The motion carried, 7-0.

**New Business:** The policy up for review, the *Library Director Job Description*, was given its first reading. A discussion was had over the meaning of the 'physical plant.' It was decided to retain the language. Trustee Rouse moved to approve the first reading of the *Library Director Job Description*. Trustee Johnson seconded the motion, which carried, 7-0.

The policy up for review, the *Youth Services Job Description* was given its first reading. Language was added to the job description to include promoting programs "in various public formats, including social media" and to add responsibility for "changing out story walk panels at appointed intervals." Vice President Neff made a motion to approve the first reading of the *Youth Services Job Description* as amended. The motion was seconded by Trustee Hoyman and carried, 7-0.

The board education module was limited to 10 minutes so that the director and board members could attend the Holocaust presentation at 6:00 p.m. The program watched was *Basically Incredible Boards* from the State Library of Iowa.

**Agenda Items for Next Meeting:** No items were suggested to include on next month's agenda in advance.

**Upcoming meetings:** The next meeting of the Emmetsburg Public Library Board of Trustees was set for Tuesday, April 15, 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, 7-0. The meeting was adjourned at 5:55 p.m.

Respectfully submitted,

Nathan R.E. Clark

Nathan R. E. Clark, secretary pro tem

5/20/2025

Date

Kathryn Merrill

Kathryn Merrill, President, Board of Trustees

5/20/2025

Date

# Emmetsburg Public Library

Expenditures for the month of April 2025

001.4010.6220 Subscriptions and Educ. Material		Vendor Account #:	Description
Date	Invoice #	Vendor	Amount
5/5/2025		The Horn Book, Inc.	\$79.00
			Professional Journal Subscription
		Vendor Total:	\$79.00
		Line Item Total:	\$79.00
001.4010.6373 Telecommunications Expense		Vendor Account #:	Description
Date	Invoice #	Vendor	Amount
5/20/2025		T-Mobile	\$17.57
			Telephone Line
		Vendor Total:	\$17.57
		Line Item Total:	\$17.57
001.4010.6419 Technology Services Expense		Vendor Account #:	Description
Date	Invoice #	Vendor	Amount
4/15/2025	50100512143	ZOHO Corporation	\$216.00
			Email/Productivity Suite Annual Subscription-6 Users
		Vendor Total:	\$216.00



## 001.4010.6419 Technology Services Expense

Vendor Account #: 151562

Date	Invoice #	Vendor	Amount	Description
3/27/2025	87097812	Cengage Learning Inc / Gale	\$300.00	Ebook Hosting Fee
			\$300.00	

Vendor Total: (Split with Library Capital)

Line Item Total: \$516.00

## 001.4010.6502 Library Materials

Vendor Account #: DM8578230

Date	Invoice #	Vendor	Amount	Description
2/24/2025		The Des Moines Register #1150	\$31.16	5/1/2025-5/31/2025 Service

Vendor Total: \$31.16

## 001.4010.6502 Library Materials

Vendor Account #:

Date	Invoice #	Vendor	Amount	Description
5/5/2025		West Bend Journal	\$34.00	One-Year Subscription

Vendor Total: \$34.00

Line Item Total: \$65.16

## 001.4010.6506 Office Supplies

Vendor Account #: OS-21253-01-01

Date	Invoice #	Vendor	Amount	Description
4/3/2025	4990900	Loffler	\$118.37	Toner Contract

Vendor Total: \$118.37

Line Item Total: \$118.37





4/25/2025	2039037686	Baker & Taylor	\$52.93	Books-Adult
4/25/2025	2039037687	Baker & Taylor	\$16.53	Books-Adult
4/25/2025	2039037688	Baker & Taylor	\$16.53	Books-Adult
			<b>\$499.93</b>	

**Vendor Total: (Split with Trust Funds-Library Funds)**

001.4010.6770 Library Capital		Vendor Account #: 100299671		Description
Date	Invoice #	Vendor	Amount	
4/23/2025	999100357998	Cengage Learning Inc/ Gale	\$120.71	Books-Large Type
			<b>\$120.71</b>	

**Vendor Total: \$420.71 (Includes \$300.00 from Tech. Serv. Exp.)**

001.4010.6770 Library Capital		Vendor Account #:		Description
Date	Invoice #	Vendor	Amount	
4/1/2025	2157379	Center Point Large Print	\$294.84	Books-Large Print
5/1/2025	2163130	Center Point Large Print	\$294.84	Books-Large Print
<b>Vendor Total:</b>			<b>\$589.68</b>	

001.4010.6770 Library Capital		Vendor Account #: J008230		Description
Date	Invoice #	Vendor	Amount	
5/1/2025	716036	Junior Library Guild	\$141.75	Books-Children's/Young Adult
<b>Vendor Total:</b>			<b>\$141.75</b>	

001.4010.6770 Library Capital		Vendor Account #:		Description
Date	Invoice #	Vendor	Amount	
4/9/2025		Book Look	\$52.97	Books-Adult
<b>Vendor Total:</b>			<b>\$52.97</b>	

001.4010.6770 Library Capital			Vendor Account #:		Description
Date	Invoice #	Vendor	Amount		
2/26/2025	989242	Grey House Publishing	\$163.00		Books-Reference

Vendor Total: \$163.00

001.4010.6770 Library Capital			Vendor Account #: 00-1150093_001		Description
Date	Invoice #	Vendor	Amount		
4/10/2025	0607279-IN	The Penworthy Company LLC	\$158.26		Books-Children's

Vendor Total: \$158.26

001.4010.6770 Library Capital			Vendor Account #:		Description
Date	Invoice #	Vendor	Amount		
4/10/2025	2194751	Blackstone Publishing	\$161.49		Sound Recordings-Adult

Vendor Total: \$161.49

001.4010.6770 Library Capital			Vendor Account #: AJXB8ULKK16SU		Description
Date	Invoice #	Vendor	Amount		
4/8/2025	1171-Q77N-HLXV	Amazon Capital Services	\$105.15		Books-Adult
4/19/2025	1Y96-F6K7-LQT3	Amazon Capital Services	\$58.75		Books-Adult/Transparent Tape
5/4/2025	1NXC-CDKF-NF4D	Amazon Capital Services	\$130.42		Console Video Games
5/5/2025	1KFR-W67P-W39X	Amazon Capital Services	\$53.17		Video recordings

Vendor Total: \$347.49

Line Item Total: \$2,235.28

Expenses Total: \$3,535.62



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

167.5901.6608 Trust Fund-Library Funds		Vendor Account #: 206185 L510974 2 B00000		
Date	Invoice #	Vendor	Amount	Description
4/8/2025	2038995529	Baker & Taylor	\$76.99	ECNCl Literacy Grant Beginning Readers
4/21/2025	2039023842	Baker & Taylor	\$35.57	ECNCl Literacy Grant Beginning Readers
4/25/20225	2039037683	Baker & Taylor	\$13.11	ECNCl Literacy Grant Beginning Readers
			<b>\$125.67</b>	

<b>Vendor Total:</b>	<b>\$625.60</b>	<i>(Includes \$499.93 from Library Capital)</i>
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**Please pay the following claims from our Trust Fund-Library Funds:**

167.5901.6608 Trust Fund-Library Funds		Vendor Account #:		
Date	Invoice #	Vendor	Amount	Description
4/27/2025		Ray Carver	\$590.00	Performance and Travel Fees-Evening with Mark Twain

<b>Vendor Total:</b>	<b>\$590.00</b>
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**Please pay the following claims from our Trust Fund-Library Funds:**

167.5901.6608 Trust Fund-Library Funds		Vendor Account #:		
Date	Invoice #	Vendor	Amount	Description
4/28/2025		Richard Hudson	\$800.00	Performance and Travel Fees-Mentalist Magic/Audie Murphy

<b>Vendor Total:</b>	<b>\$800.00</b>
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<b>Trust Funds Total:</b>	<b>\$1,515.67</b>
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<b>Grand Total:</b>	<b>\$5,051.29</b>
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# Emmetsburg Public Library

## Petty Cash Fund Expenditures

### for 4/1/2024-5/1/2025

#### 001.4010.6508 Postage & Shipping

Date	Employee	Purchasing Amount	Description
4/30/2025	Kathrine Rogers	\$5.11	Postage

**Line Item Total: \$5.11**

#### 001.4010.6507 Operating Supplies

Date	Employee	Purchasing Amount	Description
4/15/2025	Kathrine Rogers	\$2.78	Distilled Water
4/29/2025	Lori Morey	\$3.99	Distilled Water

**Line Item Total: \$6.77**

#### 001.4010.6599 Other Supplies

Date	Employee	Purchasing Amount	Description
4/8/2025	Lori Morey	\$32.11	Program Refreshments
4/15/2025	Kathrine Rogers	\$19.97	Program Refreshments
4/23/2025	Lori Morey	\$99.22	Program Refreshments
4/30/2025	Lori Morey	\$34.07	Program Refreshments
5/1/2025	Nathan R. E. Clark	\$62.27	Bookmark Kits for Springpalooza

**Line Item Total: \$247.64**

**Petty Cash Total: \$259.52**