



Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

Emmetsburg Public Library

5:00 p.m., Tuesday March 17, 2026

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 5:04 p.m. on Tuesday, March 17, 2026, in Conference Room 14 of the Emmetsburg Public Library. Trustees present were Merrill, Sue Brown, Sarah Brugman, Anne Johnson, Joe Veltri, Chelsea Rouse, and Vice President Jacob Neff. Trustees Joe Schany and Joel Hoyman 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 Johnson moved to approve the agenda with the removal of the board education module since the countywide education event was the previous evening. Trustee Rouse seconded the motion, which carried, 7-0.

Minutes Approval: The minutes of the February 2026 meeting were provided to the trustees. Trustee Brown moved to approve the minutes of the February 2026 meeting. The motion was seconded by Vice President Neff and carried, 7-0.

Bill Approval: The expenses for the month of February 2026 were read by Library Director Clark. Trustee Rouse moved to approve the expenses for the month of February 2026. The motion was seconded by Vice President Neff and carried, 7-0.

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

Correspondence: Library Director Clark shared a letter and enclosures from the Abendroth Russell Barnett Law Firm regarding the Norma Jean Warner Revocable Trust. Mrs. Warner made a bequest in her will to all libraries in Iowa serving communities of under 7,000 people. Emmetsburg was one of the 485 libraries who meet these criteria. Each library received \$941.69 from the bequest.

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.

Marketing: The committee has not met since the last Board meeting and has no report.

Library Director's Report: Library Director Clark shared worksheets with the board show trust fund balances as well as FY 2026 expenditure and revenue worksheets current the end of January 2026.

Clark thanked the trustees who were able to participate in the Countywide Trustee Training, which was held via Zoom due to weather conditions: President Merrill, Vice President Neff, and Trustees Brown, Rouse, Veltri, and Johnson.

Clark shared that he had booked Jillann Gabrielle, who has performed at the library many times, for a Joni Mitchell tribute concert/program, but that it had been cancelled for lack of other hosting venues to form a tour. He said that this was the second time the program had been booked and cancelled. He said he would likely not book it again.

Clark reminded the trustees that the library would be co-sponsoring with the Palo Alto Chapter of the AAUW a speaker, the Executive Director of IPR, Ruthven-native Myrna Johnson on March 19, 2026 at 6:30 p.m. in Room 17.

Clark said that his other reports would be shared under other line items.

Unfinished Business: The policy up for review, the *Active Shooter Policy*, was given it's second reading. No changes were made at the previous meeting and no new changes were suggested. Trustee Veltri moved to approve the second reading of the *Active Shooter Policy*. The motion was seconded by Trustee Brugman and carried, 7-0.

Library Director Clark gave an updated roundup of current grant projects of the library. He said that the PACGDC grant had been awarded earlier in the month and thanked the trustees who attended the awards program. This joins a range of other grants recently received by the library. Clark said that he will be busy spending, tracking, and reporting for months.

Library Director Clark reviewed a portion of the Long Range Plan for the trustees that dealt with Youth Services.

Trustee Veltri left the meeting at 5:50 p.m.

The board discussed further implications of the college library's impending closure.

Vice President Neff left the meeting at 6:00 p.m.

New Business: The policy up for review, the *Operating Hours Policy*, was given its first reading. With the impending closure of the college library, the library complex hours will be further affected in that not only are two evenings left unstaffed, but mornings from 8:00 a.m. (7:30 a.m. on certain days) to 9L39 will also be left unstaffed. The evening closures were addressed at budget time with a request for additional staff. Library Director Clark felt there was a large enough group of public patrons using the library between 8:00 a.m., when the college staff had traditionally kept the library

open until 9:30 a.m., when the public library has opened, that they had to be met part way. He proposed changing the hours to opening at 9:00 a.m. all days (remaining closed Sundays), closing at 8:00 p.m. Monday through Thursday, closing at 5:30 p.m. on Friday, and closing 2:30 p.m. on Saturday. Trustee Johnson moved to approve the first reading of the *Operating Hours Policy* with all of the suggested changes. The motion was carried by Trustee Brown and carried, 5-0.

Agenda Items for Next Meeting: Continuing reviews and reports featured at this meeting.

Upcoming meetings: The next meeting of the Emmetsburg Public Library Board of Trustees was set for Tuesday, April 21, 2026 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 6:24 p.m.

Respectfully submitted,

Nathan R E Clark

Nathan R. E. Clark, secretary pro tem

4/21/26

Date

Kathryn Merrill

Kathryn Merrill, President, Board of Trustees

4/21/26

Date

Emmetsburg Public Library

Expenditures for March 2026

Date	Invoice #	Telecommunications Expense	Vendor	Vendor Account #	Amount	Description
3/19/2026			T-Mobile	997555581	\$18.04	Telephone Line

Vendor Total: \$18.04

Line Item Total: \$18.04

Date	Invoice #	Technology Services Expense	Vendor	Vendor Account #	Amount	Description
3/27/2026	50101808743		ZOHO Corporation	670190738	\$216.00	Email Hosting/Online Productivity Suite

Vendor Total: \$216.00

Line Item Total: \$216.00

Date	Invoice #	Library Materials	Vendor	Vendor Account #	Amount	Description
3/24/2026			The Des Moines Register #1150	DM8578230	\$42.85	3/1/2026-4/30/2026 Service

Vendor Total: \$42.85

Date	Invoice #	Library Materials	Vendor	Vendor Account #	Amount	Description
3/24/2026			Popular Mechanics		\$14.97	One-Year Subscription

Vendor Total: \$14.97

Line Item Total: \$57.82

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

Date	Invoice #	Vendor	Amount	Description
3/16/2025	4964824	Loffler	\$114.70	Toner Contract

Vendor Total: \$114.70

001.4010.6506 Office Supplies Vendor Account #:

Date	Invoice #	Vendor	Amount	Description
3/18/2026	2031246	Spencer Office Supplies	\$46.94	Card Stock

Vendor Total: \$46.94

Line Item Total: \$161.64

001.4010.6507 Operating Supplies Vendor Account #:

Date	Invoice #	Vendor	Amount	Description
3/4/2026	7773616	Demco Inc	\$518.11	Class. Labels, Date Slips, Book Jacket Covers, PBK Covers

Vendor Total: \$518.11

Line Item Total: \$518.11

001.4010.6770 Library Capital Vendor Account #: 100299671

Date	Invoice #	Vendor	Amount	Description
3/2/2026	999102460940	Cengage Learning Inc/ Gale	\$83.19	Books-Large Type
3/5/2026	999102474666	Cengage Learning Inc/ Gale	\$91.97	Books-Large Type
3/9/2026	999102484744	Cengage Learning Inc/ Gale	\$32.79	Books-Large Type

Vendor Total: \$207.95

001.4010.6770 Library Capital Vendor Account #:

Date	Invoice #	Vendor	Amount	Description
3/1/2026	2229825	Center Point Large Print	\$47.94	Books-Large Print
3/1/2026	2230294	Center Point Large Print	\$49.14	Books-Large Print

Vendor Total: \$97.08

001.4010.6770 Library Capital Vendor Account #:

Date	Invoice #	Vendor	Amount	Description
3/11/2026	2228557	Blackstone Publishing	\$171.95	Sound Recordings-Adult

Vendor Total: \$171.95

001.4010.6770 Library Capital Vendor Account #: AJXB8ULK16SU

Date	Invoice #	Vendor	Amount	Description
3/7/2026	1JQJ-W7TY-LXY4	Amazon Capital Services	\$42.15	Books-Adult
3/7/2026	1Q3G-HF7W-K9QR	Amazon Capital Services	\$114.40	Books-Adult
3/10/2026	1J36-D9HJ-D3PC	Amazon Capital Services	\$17.60	Books-Adult
3/15/2026	1Q7C-VJYP-Y1TF	Amazon Capital Services	\$12.99	Books-Young Adult
3/15/2026	1XLD-TQNG-VQ GK	Amazon Capital Services	\$14.33	Books-Children's
3/17/2026	1PF7-1NRW-VPMW	Amazon Capital Services	\$24.34	Books-Young Adult
3/28/2026	19W1-KJWK-3NGR	Amazon Capital Services	\$235.12	Books-Adult
3/31/2026	1FD6-HNRM-DNXD	Amazon Capital Services	\$113.55	Videorecordings
Vendor Total: (Split Total with Trust Funds-Library Funds)			\$574.48	

Line Item Total: \$1,051.46

Expenses Total: \$2,023.07

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

Date	Invoice #	Vendor	Amount	Description
167.5901.6608	Trust Fund-Library Funds	Vendor Account #: 206185 L510974 2 B00000		
3/15/2026	11CJ-VMYC-TFR3	Amazon Capital Services	\$74.49	Eleanor Smith Memorial
Vendor Total:			\$74.49	
Vendor Total:			\$648.97 (Includes \$574.48 from Library Capital)	

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

Date	Invoice #	Vendor	Amount	Description
167.5901.6608	Trust Fund-Library Funds	Vendor Account #: 206185 L510974 2 B00000		
4/1/2026	06232026FB	Andrew Connors	\$600.00	Music Performance
Vendor Total:			\$600.00	

Trust Funds Total: \$674.49

Grand Total: \$2,697.56

Emmetsburg Public Library Petty Cash Fund Expenditures 3/1/2026-4/1/2026

001.4010.6508 Postage & Shipping

Date	Employee Purchasing Amount	Description
3/3/2026	Nathan R. E. Clark	\$4.25 Postage

Line Item Total: \$4.25

001.4010.6599 Other Supplies

Date	Employee Purchasing Amount	Description
3/3/2026	Nathan R. E. Clark	\$75.31 Program Refreshments/Distill.H20
3/20/2026	Ben Flynn	\$29.94 Program Supplies

Line Item Total: \$105.25

Petty Cash Total: \$109.50