



Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

Emmetsburg Public Library

5:00 p.m., Tuesday August 19, 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, August 19, 2025 in Conference Room 14 of the Emmetsburg Public Library. Trustees present were Merrill, Sue Brown, Anne Johnson, Chelsea Rouse, Joe Veltri, Joel Hoyman and Vice President Jacob Neff. Trustees Sarah Brugman and Joe Schany 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 Johnson seconded the motion, which carried, 7-0.

Minutes Approval: The minutes of the July 2025 meeting were provided for the trustees. Trustee Veltri moved to approve the minutes of the July 2025 meeting. The motion was seconded by Vice President and carried, 7-0.

Bill Approval: The expenses for the month of July 2025 were read by Library Director Clark. Vice President Neff moved to approve the expenses for the month of July 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 presented this month.

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.

President Merrill appointed a special committee for assisting with Marketing. The trustees included are: Vice President Neff, Trustee Rouse, and Trustee Brown.

Trustee Hoyman moved to approve of the need for the special committee. The motion was seconded by Trustee Johnson and carried, 7-0.

Library Director's Report: Library Director Clark told the trustees about a seminar the library will be hosting on Tuesday, September 30th at 5:30 p.m. St. Croix Hospice will be the presenters, and the topic will be end-of-life planning for all.

Clark said that the following week on Thursday, October 2nd at 6:30 p.m. the library will host Emmetsburg native, John Dinges. He is a distinguished journalist and professor who will be presenting his new book, *Chile in Their Hearts*, which involves the country and time he is most well-known for reporting in and about. Clark said that he regrets that he will miss this presentation as he will be away at the ILA Conference on that date.

Clark told the trustees that Donna Weig, from Palo Alto County Public Health Community Outreach, who holds regular office hours at the library every Thursday morning from 10:00 a.m. to 12:00 p.m., has started a Cancer Support Group. The group will meet the second Thursday during her regular hours at the library. She has arranged for speakers for each of the meetings through the rest of the year.

Clark said that on Thursday, October 28th at 6:00 p.m. the library will host storyteller Darrin Crow from Cedar Rapids. His program that evening will be "Morbidity Curiousities: An Evening with Edgar Allan Poe."

Clark said that the following Thursday, November 4th at 6:00 p.m. Jillann Gabrielle, who has performed many times at the library, will present a Joni Mitchell tribute concert. Different from her past performances, this will be a concert, rather than an "in-character" performance.

Clark shared that he had signed up for an exciting programming opportunity through Harvard & Smithsonian not thinking that he would be selected and hear back immediately from them, which he was. The program is "YouthAstroNet" and involves giving children access to remote robotic telescopes, using them to image celestial objects, then manipulating the images, and eventually producing a capstone project. Clark said that he was eager to offer this to children as an afterschool program this Fall or Winter. He went on to say that really the only limiting factor of participation was the availability of enough computers. It was suggested that parents of participating children sign and outline of the program expectations and commitment. Clark said that he thought it was a good idea, and that training materials would be made available soon.

Lastly, Clark told the trustees about the upcoming early-out programs that will be beginning within two weeks with the start of the school year. He said that for the first one in August, Wells Dairy (Blue Bunny) will be visiting for a presentation about their business and they will bring ice cream treats for everybody on August 29th. Clark continued that September 26th will see a hired company, DoArt Productions present a program encouraging creativity. The other "big" programs land on October 24th, November 21st, and December 19th. Clark said the remaining Fridays will rotate among STEM Builder Camps (building toys), Game Days (tabletop games), interactive movies (with props and call-outs), Retro Video Games, and other ideas that the staff come up with.

Unfinished Business: The policy up for review, the *Tornados and Thunderstorms Policy*, was given its second reading. No changes were made at the last meeting, and no new changes were suggested.

Trustee Rouse moved to approve the second reading of the *Tornados and Thunderstorms Policy*. Trustee Veltri seconded the motion, which carried, 7-0.

The policy up for review, the *Bulletin Boards Policy*, was given its second reading. No changes were made at the last meeting, and no new changes were suggested. Trustee Rouse moved to approve the second reading of the *Bulletin Boards Policy*. Trustee Johnson seconded the motion, which carried, 7-0.

New Business: The policy up for review, the *Safe Child Policy* was given its first reading. Library Director Clark said the policy defines how young is too young for children to be left in the library unattended. He went on that parents' judgement in this matter appears to vary greatly throughout the community, as there often are situations that skirt the boundaries set forth in this policy. Thankfully, he said, there have not been any situations where young children were left in the library without parents able to be contacted at closing time for many years. No changes were suggested. Trustee Hoyman moved to approve the first reading of the *Safe Child Policy* with no changes. Vice President Neff seconded the motion, which carried, 7-0.

A board member had asked for review of the high shelving of books in the Fiction section. Clark explained that it was a temporary measure related to the combining of Mystery, Sci-Fi/Fantasy, and Fiction into one section. Trustee Veltri said that he felt it created safety issues for patrons browsing and staff who are shelving in the area. Clark said that they would reverse course on utilizing the top shelf, as they had only just started and were not very far into it.

A board member had asked for review of the situation with regards to enforcement of concealed carry of weapons on college property. The trustees asked Clark to inquire about signage at the library end of the building laying out the prohibition of firearms on the premises and to make sure that staff know they can call the police for escort when closing the library.

For the board education module, Library Director Clark presented the requested Mometrix tutorial. Mometrix is the new test preparation resource provided by the State Library, replacing BrainFuse. As the resource is available to all Iowans, access is simply a matter of establishing an account and signing in. Once signed in, patrons have a wide variety of standardized tests to choose to practice.

Clark also showed the trustees the service the library staff had demonstration access to for a few weeks: Comics Plus. Clark showed the trustees the curated collections that were available with the service for children and young adults, as well as the collection in its entirety. Clark said that the big selling point for Comics Plus was that it was unlimited simultaneous access, meaning that multiple people could be viewing the same digital comics at the same time, and that there was no limit to how many people accessed. Trustee Johnson moved to approve purchasing Comics Plus for the library. The motion was

Agenda Items for Next Meeting: No items were suggested at this time.

Upcoming meetings: The next meeting of the Emmetsburg Public Library Board of Trustees was set for Tuesday, September 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 Vice President Neff. The motion carried, 7-0. The meeting was adjourned at 6:32 p.m.

Respectfully submitted,

Nathan R E Clark

Nathan R. E. Clark, secretary pro tem

9/16/2025

Date

Kathryn Merrill

Kathryn Merrill, President, Board of Trustees

9/16/25

Date

Emmetsburg Public Library

Expenditures for the month of August 2025

001.4010.6373 Telecommunications Expense		Vendor Account #: 997555581		Description
Date	Invoice #	Vendor	Amount	
8/19/2024		T-Mobile	\$36.22	Legacy Telephone Line

Vendor Total: \$36.22

Line Item Total: \$36.22

001.4010.6419 Technology Services Expense		Vendor Account #: 675892779		Description
Date	Invoice #	Vendor	Amount	
8/29/2025	1/19/1928	Library Pass, Inc.	\$1,351.35	Comics Plus One-Year Subscription

Vendor Total: \$1,351.35

Line Item Total: \$1,351.35

001.4010.6502 Library Materials		Vendor Account #: DM8578230		Description
Date	Invoice #	Vendor	Amount	
8/18/2024		Des Moines Register	\$27.39	09/01/25-09/30/25

Vendor Total: \$27.39

Line Item Total: \$27.39

001.4010.6506 Office Supplies		Vendor Account #: OS-EP03		Description
Date	Invoice #	Vendor	Amount	
8/6/2025	5095302	Loffler	\$92.31	Copier Toner/Maintenance Contract

Vendor Total: \$92.31

Line Item Total: \$92.31

001.4010.6770 Library Capital Vendor Account #: 206185 L510974 2 B00000

Date	Invoice #	Vendor	Amount	Description
8/4/2025	2039217550	Baker & Taylor	\$10.20	Books-Adult
8/4/2025	2039217551	Baker & Taylor	\$15.96	Books-Adult
8/4/2025	2039217552	Baker & Taylor	\$47.18	Books-Adult/Young Adult
8/12/2025	2039234410	Baker & Taylor	\$17.97	Books-Children's
8/12/2025	2039234411	Baker & Taylor	\$5.99	Books-Young Adult
8/12/2025	2039234409	Baker & Taylor	\$137.93	Books-Adult
8/12/2025	2039234408	Baker & Taylor	\$88.11	Books-Adult
8/26/2025	2039257599	Baker & Taylor	\$51.85	Books-Adult/Young Adult
8/26/2025	2039257593	Baker & Taylor	\$14.37	Books-Young Adult
8/26/2025	2039257594	Baker & Taylor	\$15.96	Books-Adult
8/26/2025	2039257595	Baker & Taylor	\$10.20	Books-Adult
8/26/2025	2039257596	Baker & Taylor	\$35.33	Books-Adult
8/26/2025	2039257597	Baker & Taylor	\$19.36	Books-Children's
8/26/2025	2039257598	Baker & Taylor	\$17.97	Books-Adult
8/28/2025	2039260886	Baker & Taylor	\$16.53	Books-Adult
8/28/2025	2039260887	Baker & Taylor	\$39.89	Books-Adult
8/28/2025	2039260888	Baker & Taylor	\$14.22	Books-Adult
8/28/2025	2039260889	Baker & Taylor	\$67.81	Books-Adult
8/28/2025	2039260890	Baker & Taylor	\$7.19	Books-Young Adult

Vendor Total: \$634.02

001.4010.6770 Library Capital Vendor Account #: 100299671

Date	Invoice #	Vendor	Amount	Description
7/25/2025	999100735044	Gale/CENGAGE Learning	\$27.74	Books-Large Type
7/28/2025	999100742022	Gale/CENGAGE Learning	\$81.72	Books-Large Type
7/28/2025	999100742023	Gale/CENGAGE Learning	\$41.98	Books-Large Type
7/28/2025	999100740463	Gale/CENGAGE Learning	\$20.99	Books-Large Type
7/30/2025	999100753321	Gale/CENGAGE Learning	\$76.87	Books-Large Type
8/1/2025	999100763810	Gale/CENGAGE Learning	\$40.49	Books-Large Type

Vendor Total: \$289.79

001.4010.6770 Library Capital			Vendor Account #:		Description
Date	Invoice #	Vendor	Amount		
8/1/2025	2185801	Center Point Large Print	\$49.14		Books-Large Type
			Vendor Total:		\$49.14

001.4010.6770 Library Capital			Vendor Account #:		Description
Date	Invoice #	Vendor	Amount		
9/1/2025	725647	Junior Library Guild	\$244.78		Books-Children's/Young Adult
			Vendor Total:		\$244.78

001.4010.6770 Library Capital			Vendor Account #:		Description
Date	Invoice #	Vendor	Amount		
8/21/2025	2208574	Blackstone Publishing	\$35.99		Sound recordings-Adult
8/25/2025	2208615	Blackstone Publishing	\$127.96		Sound recordings-Adult
8/28/2025	2209241	Blackstone Publishing	\$31.99		Sound recordings-Adult
			Vendor Total:		\$195.94

001.4010.6770 Library Capital			Vendor Account #:		Description
Date	Invoice #	Vendor	Amount		
8/6/2025	1MGC-KGWD-9DNX	Amazon Capital Services	\$89.63		Books-Adult
8/7/2025	1HMR-FRLJ-JJWJ	Amazon Capital Services	\$142.13		Books-Adult
8/11/2025	1LC6-JMGW-911D	Amazon Capital Services	\$227.83		Videorecordings/Adhesive Remover
8/16/2025	1VXM-FLTL-WJQN	Amazon Capital Services	\$30.63		Books-Adult
8/30/2025	11J6-NQTV-W4Q7	Amazon Capital Services	\$135.45		Books-Adult/Videorecordings
9/3/2025	1LD3-97MK-6H6N	Amazon Capital Services	\$223.44		Books-Adult
			Vendor Total:		\$849.11

Line Item Total: \$2,262.78

Expenses Total: \$3,770.05

Please pay the following claims from our Trust Fund-PACGDC Funds

151.6001.6413 PACGDC Grant Funds		Vendor Account #: 143160000			
Date	Invoice #	Vendor	Amount	Description	
8/19/2025	7683783	Demco, Inc	\$4,890.06	PACGDC 2024 M5 Grant- Mobile Shelving	

Vendor Total: \$4,890.06

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	
7/15/2025		Shamrock Lanes	\$259.00	Summer Reading Program Reward Program-Bowling	

Vendor Total: \$259.00

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	
8/15/2025	2229	Do Art Productions LLC	\$825.00	Early-Out Program Fee	

Vendor Total: \$825.00

Trust Funds Total: \$5,974.06

Grand Total: \$9,744.11

Emmetsburg Public Library

Petty Cash Fund

Expenditures for August 1-31, 2025

001.4010.6508 Postage & Shipping

Date	Employee Purchasing Amount	Description
8/22/2025	Nathan R. E. Clark	\$37.44 Postage

Line Item Total:	\$37.44
-------------------------	----------------

001.4010.6599 Other Supplies

Date	Employee Purchasing Amount	Description
8/5/2025	Lori Morey	\$113.02 Summer Reading Program Prizes
8/5/2025	Lori Morey	\$10.69 Program Refreshments
8/9/2025	Nathan R. E. Clark	\$4.99 Program Refreshments
8/18/2025	Lori Morey	\$14.97 Program Refreshments
8/20/2025	Lori Morey	\$54.40 Back-to-School Night Handouts
8/28/2025	Nathan R. E. Clark	\$9.00 Program Refreshments/Napkins
8/28/2025	Nathan R. E. Clark	\$17.10 Program Refreshments

Line Item Total:	\$224.17
-------------------------	-----------------

Petty Cash Total:	\$261.61
--------------------------	-----------------