



## Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

Emmetsburg Public Library

5:00 p.m., Tuesday February 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 5:00 p.m. on Tuesday, February 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, Joe Schany, Joel Hoyman and Vice President Jacob Neff (all members were present). 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. Clark asked if the agenda could be amended to move "Meet New Youth Services Director Shaylee Thompson" (the first item of New Business) to follow Agenda Approval since Thompson was available directly and as a courtesy to her. Trustee Brown moved to approve the agenda with the first item of New Business to follow Agenda Approval. Trustee Johnson seconded the motion, which carried, 9-0.

Library Director Clark then introduced the trustees to the new Youth Services Director, Shaylee Thompson. Thompson told of how her first few weeks of work had been and of some of her plans for programs at the library and outreach to the school.

**Minutes Approval:** The minutes of the January 2026 meeting were provided to the trustees. Trustee Johnson moved to approve the minutes of the January 2026 meeting. The motion was seconded by Trustee Hoyman and carried, 9-0.

**Bill Approval:** The expenses for the month of January 2026 were read by Library Director Clark. Trustee Schany moved to approve the expenses for the month of January 2026. The motion was seconded by Trustee Veltri and carried, 9-0.

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

**Correspondence:** Library Director Clark shared two requests for RSVP from the PACGDC for the annual grants award celebration and from the Graettinger Public Library for the annual countywide

trustee training. It was determined that 5 would be attending the PACGDC event and that 7 would be attending the Graettinger event, both including Clark.

**Board Committees:**     ***Finance & Budget Committee:*** The committee has not met since the last Board meeting. Library Director Clark told the trustees that the library's FY2027 Budget Request was accepted as presented

***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 said that they had given over 100 "take and make" kits so far. The kits are part of the "Skip the Slump" program

Clark shared that he was excited to start the "Introduction to Digital Projects" class that would begin March 16, 2026. He said this was his third attempt to get into the class. The class filled up before his payment arrived the first, the class was cancelled the second, and he is now in for the third.

Clark mentioned 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 *Fire Policy*, was given it's second reading. The policy saw a major revision at the first reading with the rendezvous point being changed and additional procedure added. The motion was seconded by Trustee Schany and carried, 9-0.

Library Director Clark gave an updated roundup of current grant projects of the library. He said that the ECNCI grant had been awarded and will be paid upon purchase of the items. He said that the DCAT grant had also been awarded and would be paid in a similar fashion. He said that the Carnegie Libraries 250 grant had been received and deposited. He said that he had just learned that the Smith Foundation grant had been awarded and that the PACGDC grant would be awarded early next month.

Library Director Clark gave a review of a selected portion of the current long range plan dealing with the library collection.

**New Business:** The policy up for review, the *Active Shooter* was given its first reading. No changes were suggested and no changes were made to the policy. Trustee Hoyman moved to approve the first reading of the *Active Shooter Policy* with all of the suggested changes. The motion was carried by Trustee Johnson and carried, 9-0.

Library Director Clark and President Merrill gave accounts of what they had learned through side channels of impending and proposed changes to the college library and the agreement among the public library, the city, and the college. Of certainty is that the college library at Emmetsburg will be dissolved by June 30, 2026. The college library's employees have been told that their jobs will end on that date. They were also told that the college would be removing the computers from the computer lab. Although the library has not been informed by college decision makers, it is evident from what has been told to city officials that they are not happy with the 28E agreement and the negotiated amount. Less certain is how extensive the changes will be for the public library and the their impact.

Trustee Veltri left at 5:40.

For the board education module, the trustees watched the second part of "Open Meetings, Open Records: Compliance is the Law," a workshop by the State Library of Iowa. It was stopped at the 34:40 mark.

**Agenda Items for Next Meeting:** No items were suggested for the next meeting.

**Upcoming meetings:** The next meeting of the Emmetsburg Public Library Board of Trustees was set for Tuesday, March 17, 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 Schany moved to adjourn, which was seconded by Trustee Rouse. The motion carried, 8-0. The meeting was adjourned at 6:12 p.m.

Respectfully submitted,

Nathan R. E. Clark

Nathan R. E. Clark, secretary pro tem

3/17/2026

Date

Kathryn Merrill

Kathryn Merrill, President, Board of Trustees

3/17/2026

Date

# Emmetsburg Public Library

Expenditures for the month of February 2026

001.4010.6240 Meetings & Conferences Vendor Account #: Bureau of Education & Research \$295.00 Webinar Registration Fee

Vendor Total: \$295.00

001.4010.6240 Meetings & Conferences Vendor Account #: Kathrine Rogers \$338.00 Conference Registration-PLA 2026 Conference

Vendor Total: \$338.00

Line Item Total: \$633.00

001.4010.6373 Telecommunications Expense Vendor Account #: 997555581 T-Mobile \$18.11 Telephone Line

Vendor Total: \$18.11

Line Item Total: \$18.11

001.4010.6419 Technology Services Expense Vendor Account #: 30761 OCLC Inc \$1,955.87 Library Mobile App Development/Hosting/Service

Vendor Total: \$1,955.87

Line Item Total: \$1,955.87

001.4010.6506 Office Supplies Vendor Account #: OS-21253-01-01 Loffler \$96.78 Toner Contract

Vendor Total: \$96.78

001.4010.6506 Office Supplies Vendor Account #: 00EMME133  
 Invoice # 2029504 Vendor Amount \$171.72  
 Date 2/4/2026 Spencer Office Supplies

Description  
 2 Cases Paper

Vendor Total: \$171.72

Line Item Total: \$268.50

001.4010.6770 Library Capital Vendor Account #: 151562  
 Invoice # 999102296212 Vendor Amount \$41.17  
 Date 2/5/2026 Cengage Learning Inc

Description  
 Books-Large Type

Vendor Total: \$41.17

001.4010.6770 Library Capital Vendor Account #: J008230  
 Invoice # 2223127 Vendor Amount \$47.94  
 Invoice # 2223600 Vendor Amount \$49.14  
 Date 2/1/2026 Center Point Large Print  
 Date 2/1/2026 Center Point Large Print

Description  
 Books-Large Print  
 Books-Large Print

Vendor Total: \$97.08

001.4010.6770 Library Capital Vendor Account #: J008230  
 Invoice # 742093 Vendor Amount \$141.75  
 Date 2/15/2026 Junior Library Guild

Description  
 Books-Children's/Young Adult

Vendor Total: \$141.75

001.4010.6770 Library Capital Vendor Account #: J008230  
 Invoice # 2226152 Vendor Amount \$168.75  
 Date 2/18/2026 Blackstone Publishing

Description  
 Sound Recordings-Adult

Vendor Total: \$168.75

Date	Invoice #	Vendor	Amount	Description
2/7/2026	1FT7-QQFK-KRLN	Amazon Capital Services	\$16.50	Books-Adult
2/8/2026	1WH1-XCQT-YVDL	Amazon Capital Services	\$10.79	Books-Adult
2/9/2026	1R9G-YX7R-7KMJ	Amazon Capital Services	\$11.39	Books-Adult
2/10/2026	1GGR-DKLK-C6NK	Amazon Capital Services	\$73.62	Video recordings/Console Video Games/Books-Adult
2/14/2026	1N3-G69D-3RNR	Amazon Capital Services	\$35.97	Books-Adult (All Iowa Reads)
2/14/2026	1G6Q-9DJK-7XQV	Amazon Capital Services	\$32.13	Books-Adult
2/14/2026	1HRG-NHP6-4FLV	Amazon Capital Services	\$604.67	Books-Adult
2/15/2026	1FMY-QMLG-L47H	Amazon Capital Services	\$63.22	Books-Adult
2/17/2026	1NQH-NCNH-YWJK	Amazon Capital Services	\$15.95	Books-Adult
2/17/2026	19NG-6M93-DJKR	Amazon Capital Services	\$19.96	Books-Adult
2/21/2026	1MP6-33MW-3YYQ	Amazon Capital Services	\$83.90	Books-Adult
2/22/2026	1MJC-VHM9-F6KW	Amazon Capital Services	\$308.54	Books-Adult
2/23/2026	17DK-FFXW-9RT9	Amazon Capital Services	\$19.01	Books-Young Adult
2/28/2026	1KR9-GX7K-CWQH	Amazon Capital Services	\$8.44	Books-Children's
3/1/2026	1LDH-CXJH-6VPC	Amazon Capital Services	\$23.39	Books-Young Adult
3/3/2026	16NJ-C6JC-6MKJ	Amazon Capital Services	\$131.37	Books-Children's/Young Adult
3/3/2026	1Y1N-XKND-G48G	Amazon Capital Services	\$32.99	Books-Adult

**Vendor Total: \$1,491.84**

**Line Item Total: \$1,940.59**

**Expenses Total: \$4,816.07**

# Emmetsburg Public Library Petty Cash Fund Expenditures for 2/4/2026-3/1/2026

001.4010.6508 Postage & Shipping			
Date	Employee	Purchasing Amount	Description
2/23/2026	Nathan R. E. Clark	\$4.25	Postage

**Line Item Total: \$4.25**

001.4010.6599 Other Supplies			
Date	Employee	Purchasing Amount	Description
2/10/2026	Nathan R. E. Clark	\$47.80	Program Refreshments, Plastic cutlery, Straws, Napkins

**Line Item Total: \$47.80**

**Petty Cash Total: \$52.05**