



Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

Emmetsburg Public Library

5:00 p.m., Tuesday July 21, 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 5:02 p.m. on Tuesday, July 21, 2026, in Conference Room 14 of the Emmetsburg Public Library. Trustees present were Merrill, Sue Brown, Sarah Brugman, Anne Johnson, Joe Veltri (arrived at 5:03, left at 5:55 p.m.), Vice President Jacob Neff (arrived at 5:17), and Chelsea Rouse (left at 5:30) joining by telephone. 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 Brown moved to approve the agenda. Trustee Brugman seconded the motion, which carried, 5-0.

Joe Veltri arrived at 5:03 p.m.

Minutes Approval: The minutes of the June 2026 meeting were provided to the trustees. Trustee Johnson moved to approve the minutes of the June 2026 meeting. The motion was seconded by Trustee Brugman and carried, 6-0.

Bill Approval: The expenses for the month of June 2026 were read by Library Director Clark. Trustee Johnson moved to approve the expenses for the month of June 2026. The motion was seconded by Brown and carried, 6-0.

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

Correspondence: There was no correspondence 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.

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

Vice President Neff arrived at 5:17 p.m.

Assistant Director Report: Assistant Director Rogers shared information about programming in the library and outreach programs for both children and adults.

Rogers talked about the Geode Cracking Program that brought nearly 80 people to the library.

Rogers talked about the American Conversations in Libraries program that she is helping to facilitate has begun having groups.

Library Director's Report:

Library Director Clark introduced the trustees to the library's newest employee, Diane Jorgensen. Diane comes to us from the Ringsted Public Library, where she was the Library Director.

Clark said that he had learned that the Iowa Lakes Community College trustees had approved the purchase of a new HVAC unit to replace the library's broken one. He said that there was a significant lead time on delivery of the units, and so he said that he would not expect it until the cooler weather.

Clark said that the door locks will need to be addressed before things return to normal and the doors do not need to be propped open. He said that the ingress door's lock no longer works as a door that can be left unlocked and that the handicapped accessible opener is not working.

Clark said that the college had removed the computer lab printer and copier from the library as had been agreed upon. He said that the library was able to keep the college phones and that they have been configured to ring the library's main extension. The college library's desk computers have been kept, and are in use for the staff, as well.

Lastly, Clark shared sheets that had been generated by AI (ChatGPT Pro) with former State Library Statistics Coordinator Gerry Rowland providing the prompts. He said that Rowland was doing this on behalf of the libraries of Iowa because of his concern for them in the current political climate, and that he wanted to share his expertise showing stakeholders the importance of libraries in our communities.

Trustee Rouse left at 5:30 p.m.

Unfinished Business: The policy up for review, the *Displays and Exhibits Policy*, was given it's second reading. No changes were suggested at the last meeting. No new changes were suggested. Trustee Veltri moved to approve the second reading of the *Public Relations Policy*. The motion was seconded by Trustee Johnson and carried, 6-0.

Library Director Clark gave an updated roundup of current grant projects of the library. He said that the the PACGDC and Smith Foundation grants needed to be purchased, which would be done over the next month.

The board discussed further implications of the college library's closure. Following a meeting with President Merrill, Trustee Hoyman, ILCC President Scott Stokes, ILCC Vice, and President Bob Leifeld, Library Director Clark said that we had assurances that the situation in the Computer Lab would remain the status quo through the end of the year, at least. He said that they also received assurances that no more furniture would be removed.

Trustee Veltri left 5:55 p.m.

New Business: Library Director Clark shared information from the Iowa Public Information Board describing changes to laws that recently took effect concerning notice of public meetings. With the new laws, Clark said, the library must now post the meeting agenda in a location where it can be seen at all times. He said that it was previously posted by the room where the meetings are held, which is not visible during closed hours.

Clark said that he obtained permission from the Dean of Academic Affairs, Kyle Norris, to post the agenda on the door leading into the building from the outside.

Also as part of the changes, the library will need to post the agenda—as HTML, not as a PDF—on the library's website, which Clark said that he had done.

Lastly, Clark said that the Board of Trustees, would need to designate annually the location for the meeting to be posted. Seeing permission had been obtained for the outside door, he suggested using that location. Trustee Brugman made a motion to designate the outside door of the Wellness Center Complex as the public posting location for meeting notices for FY2027. The motion was seconded by Vice President Neff, and carried, 5-0.

The policy up for review, the *Customer Service Policy*, was given its first reading. The policy deals with guidelines for service to the library's patrons by the library staff. Changes were suggested to remove language referring to the College Library and College Library staff with their closure. No other changes were suggested. Trustee Brugman moved to approve the first reading of the *Customer Service Policy*, which was seconded by Trustee Brown. The motion carried, 5-0.

For the trustee education module, the trustees watched to completion "Open Meetings, Open Records: Compliance is the Law, Part 4"

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, August 18, 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. Vice President Neff moved to adjourn, which was seconded by Trustee Johnson. The motion carried, 5-0. The meeting was adjourned at 6:28 p.m.

Respectfully submitted,

Nathan R E Clark

Nathan R. E. Clark, secretary pro tem

8/18/2026

Date

Kathryn Merrill

Kathryn Merrill, President, Board of Trustees

8/18/2026

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

Vendor Total: \$49.14

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

Vendor Total: \$244.78

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

Vendor Total: \$195.94

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

167.5901.6608 Trust Fund-Library Funds

Vendor Account #: AJXB8ULK16SU

Date Invoice #

Vendor

Amount

Description

Smith Foundation Grant-Switch 2. 65" TV, Blu-Ray Disc Player

8/15/2026

Walmart

\$876.96

Vendor Total: \$876.96

Trust Funds Total: \$876.96

Grand Total:

Emmetsburg Public Library

Petty Cash Fund

for 7/1/2026-7/31/2026

001.4010.6599 Other Supplies

Date	Employee	Purchasing Amount	Description
7/2/2026	Kathrine Rogers	\$19.44	Napkins, Table Covers, Plates
7/3/2026	Kathrine Rogers	\$51.96	Bottled Water, Speaker's Gifts
7/3/2026	Kathrine Rogers	\$5.52	Straws
7/7/2026	Nathan R. E. Clark	\$30.69	Program Refreshments
7/23/2026	Ben Flynn	\$10.69	Plastic Cutlery
7/24/2026	Nathan R. E. Clark	\$25.97	Program Refreshments

Line Item Total: \$144.27

001.4010.6770 Library Capital

Date	Employee	Purchasing Amount	Description
7/13/2026	Nathan R. E. Clark	\$161.80	Tonie Box Audio Player

Line Item Total: \$161.80

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

167.5901.6608 Trust Fund-Library Funds		Vendor Account #:
Date	Employee Purchasing Amount	Description
7/24/2026	Nathan R. E. Clark	\$50.00 BestFest Dunk Tank Rental Deposit

Trust Fund Total: \$50.00

Petty Cash Total: \$356.07