



Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

Emmetsburg Public Library

5:00 p.m., Tuesday, January 16, 2024

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 5:03 p.m. on Tuesday, January 16, 2024 in Conference Room 14 of the Emmetsburg Public Library. Trustees present were Merrill, Sue Brown, Anne Johnson, Joe Schany, Vice President Jacob Neff, Joe Veltri, Chelsea Rouse and Joel Hoyman.

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 Veltri and carried, 8-0.

Minutes Approval: The minutes of the December 2023 meeting were provided for the trustees. Trustee Rouse said that she had been counted absent but was present. Trustee Hoyman made a motion to approve the corrected minutes of the December 2023 meeting. The motion was seconded by Vice President Neff and carried, 8-0.

Bill Approval: The expenses for the month of December 2023 were read by Library Director Clark. Vice President Neff moved to approve the expenses for the month of December 2023. The motion was seconded by Trustee Johnson and carried, 8-0.

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

Correspondence: No correspondence was presented to the board at the meeting.

Board Committees: *Finance & Budget Committee:* President Merrill stated that Library Director Clark would be presenting the library's FY2025 Budget Proposal to the City Council on Monday, January 29, 2024 around 12:00 p.m. (exact time will be released later). As a salary adjustment is being sought for Clark, it would be helpful to have trustees on hand speak on his behalf.

Recruitment & Orientation: Library Director Clark stated that the City Council had approved Sarah Brugman to replace Marilyn Carlstrom on the board.

Standards & Accreditation: The committee has not met since the last Board meeting and has no report.

Library Director's Report: Library Director Clark said that the PACGDC grant had been submitted since the last meeting. The request was for items related to gaming collections and programs for the library. He said that he hopes to hear in the next month whether it was funded.

Clark told the trustees that he had recently applied for a mini grant from the Kossuth Cluster Community Partnership for Protecting Children. The grant request was for \$950 to a partnership between the library and Palo Alto County Extension and Outreach to provide Wellness Activities for Teens and Tweens. If awarded, the grant would help the library provide additional afterschool programming on early-out days and during the Summer.

Clark reminded the trustees of the Dr. Seuss quilt raffle and reported that sales so far had been robust. He had additional sets of tickets on hand if trustees needed more to sell.

Clark mentioned that the annual Iowa Libraries Online Conference, ILOC, was going to be January 25, 2024. He said that an evening keynote was a feature of the conference aimed at trustees. This year, the presenter, Lisa England, has Emmetsburg connections and will be presenting "The Management Role of the Trustee" from 6:00 p.m. to 7:00 p.m.

Unfinished Business: The policy up for review, the *City of Emmetsburg & Emmetsburg Municipal Utilities Personnel Policy Handbook* was given its second reading. Trustee Hoyman moved to approve the second reading of the *City of Emmetsburg & Emmetsburg Municipal Utilities Personnel Policy Handbook*. The motion was seconded by Vice President Neff and carried, 8-0.

New Business: The policy up for review, the *Reference Services Policy* was given its first reading. No changes were suggested. Trustee Veltri moved to approve the *Reference Services Policy*, which was seconded by Vice President Neff. The motion carried, 8-0.

For the board education module, the Board watched *Intersections: Where Cities and Libraries Meet, Part 2*.

Upcoming meetings: The next meeting of the Emmetsburg Public Library Board of Trustees was set for Tuesday, February 20, 2024 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 5:38 p.m.

Respectfully submitted,



Nathan R. E. Clark, secretary pro tem



Date



Katryn Merrill, President, Board of Trustees



Date

Emmetsburg Public Library

Expenditures for the month of January 2024

001.4010.6373 Telecommunications Expense

Date	Vendor	Amount	Description
1/22/2024	Windstream Iowa Communications	\$139.04	2 Telephone line + long distance service

Vendor Total: \$139.04

Line Item Total: \$139.04

001.4010.6406 Damages/Tort Claims

Date	Vendor	Amount	Description
1/16/2024	Des Moines Public Library	\$16.95	Lost Interlibrary Loan Book

Vendor Total: \$16.95

Line Item Total: \$16.95

001.4010.6414 Printing, Binding & Microfilm

Date	Vendor	Amount	Description
11/28/2023	Advantage Archives	\$660.00	Preservation Microfilming

Vendor Total: \$660.00

Line Item Total: \$660.00

001.4010.6502 Library Materials

Date	Vendor	Amount	Description
1/24/2024	Des Moines Register	\$13.00	2/1/2024-2/29/2024 Service

Vendor Total: \$13.00

001.4010.6502 Library Materials

Date	Vendor	Amount	Description
1/24/2024	Country Living Magazine	\$14.97	One-year Subscription

Vendor Total: \$14.97

001.4010.6502 Library Materials

Date	Vendor	Amount	Description
2/5/2024	Tea Time	\$29.98	One-year subscription

Vendor Total: \$29.98

001.4010.6502 Library Materials

Date	Vendor	Amount	Description
2/5/2024	Archaeology	\$19.97	One-year subscription

Vendor Total: \$19.97

001.4010.6502 Library Materials

Date	Vendor	Amount	Description
2/5/2024	Food & Wine	\$19.95	One-year subscription

Vendor Total:	\$19.95
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001.4010.6502 Library Materials

Date	Vendor	Amount	Description
2/5/2024	Wired	\$12.00	One-year subscription

Vendor Total:	\$12.00
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001.4010.6502 Library Materials

Date	Vendor	Amount	Description
2/5/2024	Real Simple	\$11.00	One-year subscription

Vendor Total:	\$11.00
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001.4010.6502 Library Materials

Date	Vendor	Amount	Description
2/5/2024	Bon appétit	\$16.74	One-year subscription

Vendor Total:	\$16.74
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001.4010.6502 Library Materials

Date	Vendor	Amount	Description
2/5/2024	Forbes	\$10.00	One-year subscription

Vendor Total:	\$10.00
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001.4010.6502 Library Materials

Date	Vendor	Amount	Description
2/5/2024	Condé Nast Traveler	\$8.00	One-year subscription

Vendor Total:	\$8.00
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001.4010.6502 Library Materials

Date	Vendor	Amount	Description
2/5/2024	Time Magazine	\$15.00	One-year subscription

Vendor Total:	\$15.00
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001.4010.6502 Library Materials

Date	Vendor	Amount	Description
2/5/2024	Reader's Digest LARGE PRINT	\$30.00	One-year subscription

Vendor Total:	\$30.00
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Line Item Total:	\$200.61
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001.4010.6506 Office Supplies

Date	Vendor	Amount	Description
1/4/2024	Loffler	\$112.13	Toner contract

Vendor Total:	\$112.13
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001.4010.6506 Office Supplies

Date	Vendor	Amount	Description
1/18/2024	Spencer Office Supplies	\$123.07	Copy Paper-2 cases

Vendor Total:	\$123.07
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Line Item Total:	\$235.20
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001.4010.6599 Other Supplies

Date	Vendor	Amount	Description
1/17/2024	Iowa Lakes Community College	\$45.00	Sugar Cookie for Program

Vendor Total:	\$45.00
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Line Item Total:	\$45.00
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
12/27/2023	Baker & Taylor	\$44.43	Books-Adult
1/9/2024	Baker & Taylor	\$16.53	Books-Adult
1/9/2024	Baker & Taylor	\$23.72	Books-Adult
1/9/2024	Baker & Taylor	\$16.53	Books-Adult
1/9/2024	Baker & Taylor	\$72.96	Books-Adult
1/19/2024	Baker & Taylor	\$17.10	Books-Adult
1/19/2024	Baker & Taylor	\$26.76	Books-Adult
1/23/2024	Baker & Taylor	\$190.99	Books-Adult
1/24/2024	Baker & Taylor	\$34.77	Books-Adult
1/24/2024	Baker & Taylor	\$129.74	Books-Young Adult
1/29/2024	Baker & Taylor	-\$19.20	Credit Memo

Vendor Total:	\$554.33
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
1/2/2024	Gale/CENGAGE Learning	\$46.50	Books-Large Type
1/9/2024	Gale/CENGAGE Learning	\$81.72	Books-Large Type
1/9/2024	Gale/CENGAGE Learning	\$59.23	Books-Large Type
1/10/2024	Gale/CENGAGE Learning	\$51.73	Books-Large Type
1/16/2024	Gale/CENGAGE Learning	\$28.49	Books-Large Type
1/18/2024	Gale/CENGAGE Learning	\$61.47	Books-Large Type
1/18/2024	Gale/CENGAGE Learning	\$25.49	Books-Large Type
1/18/2024	Gale/CENGAGE Learning	\$53.23	Books-Large Type
1/25/2024	Gale/CENGAGE Learning	\$97.49	Books-Large Type

Vendor Total:	\$505.35
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
1/1/2024	Center Point Large Print	\$287.04	Books-Large Type
2/1/2024	Center Point Large Print	\$287.04	Books-Large Type

Vendor Total:	\$574.08
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
2/1/2024	Junior Library Guild	\$141.75	Books-Children's/Young Adult

Vendor Total:	\$141.75
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
1/30/2024	MidAmerica Books	\$217.47	Books-Children's

Vendor Total:	\$217.47
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
2/1/2023	The Penworthy Company LLC	\$201.72	Books-Children's

Vendor Total:	\$201.72
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
1/29/2024	Smart Apple Media	\$106.79	Books-Children's

Vendor Total:	\$106.79
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
10/31/2023	Willow Lane Education	\$21.99	Books-Children's

Vendor Total:	\$21.99
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
1/8/2024	Blackstone Publishing	\$80.00	Sound recordings-Adult
1/11/2024	Blackstone Publishing	\$158.37	Sound recordings-Adult

Vendor Total:	\$238.37
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
1/2/2024	MicroMarketing LLC	\$16.99	Books-Children's
1/11/2024	MicroMarketing LLC	\$67.81	Books-Children's
1/23/2024	MicroMarketing LLC	\$16.99	Books-Children's

Vendor Total:	\$101.79
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001.4010.6770 Library Capital

Date	Vendor	Amount	Description
1/12/2024	Playaway Products LLC	\$396.44	Sound Recordings-Playways

Vendor Total: \$396.44

001.4010.6770 Library Capital

Date	Vendor	Amount	Description
1/4/2024	Amazon Capital Services	\$39.22	Books-Adult/Videorecordings
2/3/2024	Amazon Capital Services	\$148.95	Books-Adult

Vendor Total: \$188.17

Line Item Total: \$3,248.25

Expenses Total: \$4,545.05

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

167.5901.6608 Trust Fund-Library Funds

Date	Vendor	Amount	Description
1/17/2024	Lakeshore Learning	\$739.03	ECNCI Grant 23-24 0-5 Enhancement

Vendor Total: \$739.03

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

167.5901.6608 Trust Fund-Library Funds

Date	Vendor	Amount	Description
4/9/2024	Jilann Gabrielle	\$600.00	Performance Fee

Vendor Total: \$600.00

Trust Funds Total: \$1,339.03

Grand Total: \$5,884.08

Emmetsburg Public Library Petty Cash Fund Expenditures for 1/1/2024-1/31/2024

001.4010.6508 Postage & Shipping

Date	Employee Purchasing Amount	Description
1/17/2024	Nathan R. E. Clark	\$16.95 Shipping Newspapers to Bindery

Line Item Total: \$16.95

001.4010.6502 Library Materials

Date	Employee Purchasing Amount	Description
1/17/2024	Nathan R. E. Clark	\$2.00 Missed issues

Line Item Total: \$2.00

001.4010.6506 Office Supplies

Date	Employee Purchasing Amount	Description
1/5/2024	Anna Veltri	\$8.25 View Binders

Line Item Total: \$8.25

001.4010.6507 Operating Supplies

Date	Employee Purchasing Amount	Description
1/30/2024	Anna Veltri	\$4.17 Distilled Water

Line Item Total: \$4.17

001.4010.6507 Operating Supplies

Date	Employee Purchasing Amount	Description
1/17/2024	Kari Gramowski	\$20.00 Movie Popcorn
1/17/2024	Nathan R. E. Clark	\$56.40 Sandwich Program Supplies
1/17/2024	Anna Veltri	\$31.28 Program Refreshments
1/19/2024	Kari Gramowski	\$9.98 Program Refreshments

Line Item Total: \$117.66

Petty Cash Total: \$149.03