



Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

Emmetsburg Public Library

5:00 p.m., Tuesday May 20, 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, May 20, 2025 in Conference Room 14 of the Emmetsburg Public Library. Trustees present were Merrill, Sue Brown, Anne Johnson, Joel Hoyman, Sarah Brugman, Joe Veltri and Joe Schany. Trustee Chelsea Rouse and Vice President Jacob Neff 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, which was seconded by Trustee Johnson and carried, 7-0.

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

Bill Approval: The expenses for the month of April 2025 were read by Library Director Clark. Trustee Veltri moved to approve the expenses for the month of April 2025. The motion was seconded by Trustee Johnson and carried, 7-0.

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

Correspondence: No correspondence was discussed at the meeting.

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.

Library Director's Report: Library Director Clark told the trustees that the library had recently had a major infrastructure change with the State Library no longer providing hosted email through the PLOW project. As a replacement, Clark had chosen Zoho Mail. Clark said that the migration for all

six accounts was complete and that, as a bonus, it also included a whole suite of collaborative productivity software. So, he said that it provides a replacement for things that they were using Google Docs/Drive for.

Clark told the trustees about some of the fallout from the executive orders that effectively gut IMLS, which funds many of the State Library programs that the library participates in. IAShows will be reduced to one day per week pickup/delivery from the two days. BrainFuse, the online tutoring and resume-writing platform will be gone. The OCLC FirstSearch subscription, which the library has utilized for over 25 years, will not be renewed. The Candid Foundation Directory subscription will be discontinued.

In more local politics, Clark stated that while none of the library-averse legislation that had been introduced in the Iowa legislature had been passed, the bills remain viable to be passed next year, it being the second year of the two-year cycle.

Clark expressed his pleasure at the turnout for Brad Wilkening's *Lessons of the Holocaust* presentation last month after the board meeting. He reminded the trustees of Ray Carver's *Evening with Mark Twain* to directly follow tonight's board meeting.

Clark shared information about the Summer Reading Program, and stated that signup and the program itself would be starting earlier this year right with the end of the school year. He said that they hope to lose fewer in the in-between time.

Lastly, Clark informed the trustees that imaging of the county's historic tax records had reached a new milestone: all tax records had been imaged. Other miscellaneous documents remained Clark said, but the bulk of the project, the bound tax volumes were either gone or were awaiting being taken to the dump.

Unfinished Business: The policy up for review, the *Library Director Job Description*, was given its second reading. Clarifying language was added to #3 under Essential Responsibilities to now read "assign duties to members of the library staff." Trustee Veltri moved to approve the second reading of the *Library Director Job Description* with the change. Trustee Brown seconded the motion, which carried, 7-0.

The policy up for review, the *Youth Services Job Description* was given its second reading. At the first reading, language was added to the job description to include promoting programs "in various public formats, including social media" and to add responsibility for "changing out story walk panels at appointed intervals." No further changes were suggested. Trustee Hoyman made a motion to approve the second reading of the *Youth Services Job Description*. The motion was seconded by Trustee Schany and carried, 7-0.

New Business: The policy up for review, the *Emmetsburg Public Library Board of Trustees Bylaws* was given its first reading. No changes were suggested. Trustee Veltri moved to approve the first reading of the *Emmetsburg Public Library Board of Trustees Bylaws*. Trustee Hoyman seconded the motion, which carried, 7-0.

The policy up for review, the *Public Facsimile Transmission Service Policy* was given its first reading. No changes were suggested Trustee Brown made a motion to approve the first reading of

the *Public Facsimile Transmission Service Policy*. The motion was seconded by Trustee Johnson and carried, 7-0.

The policy up for review, the *Public Scanning Service Policy* was given its first reading. No changes were suggested Trustee Veltri made a motion to approve the first reading of the *Public Scanning Service Policy*. The motion was seconded by Trustee Schany and carried, 7-0.

For the board education module, Library Director Clark shared info that was presented at a Palo Alto County Connections Coalition meeting at the hospital the previous day. The presentation centered around the decline in mental health of kids and teens and the implication that the ubiquity of smartphones seems largely to blame.

Agenda Items for Next Meeting: As per the Bylaws, the Election of Officers shall be the last item of New Business at the June meeting.

Upcoming meetings: The next meeting of the Emmetsburg Public Library Board of Trustees was set for Tuesday, June 17, 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 Veltri moved to adjourn, which was seconded by Trustee Brugman. The motion carried, 7-0. The meeting was adjourned at 6:19 p.m.

Respectfully submitted,

Nathan R E Clark

Nathan R. E. Clark, secretary pro tem

6/17/2025

Date

Kathryn Merrill

Kathryn Merrill, President, Board of Trustees

6/17/25

Date

Emmetsburg Public Library

Expenditures for the month of May 2025

001.4010.6373 Telecommunications Expense		Vendor Account #: 997555581	Description
Date	Invoice #	Vendor Amount	
5/20/2025		T-Mobile -\$17.57	Credit Memo

Vendor Total: -\$17.57

Line Item Total: -\$17.57

001.4010.6414 Printing, Binding & Microfilm		Vendor Account #:	Description
Date	Invoice #	Vendor Amount	
5/2/2025	263319	HF Group-Houchen Bindery \$195.50	Newspaper Binding-2024 Reporter-Democrat

Vendor Total: \$195.50

Line Item Total: \$195.50

001.4010.6419 Technology Services Expense		Vendor Account #:	Description
Date	Invoice #	Vendor Amount	
5/21/2025		North Iowa Libraries Collaborating \$2,563.71	Integrated Library System (Lib. Automation) Hosting/Support

Vendor Total: \$2,563.71

001.4010.6419 Technology Services Expense		Vendor Account #: MPLCUS5036309	Description
Date	Invoice #	Vendor Amount	
6/1/2025	504458855	Motion Picture Licensing Corporation \$175.74	Blanket Public Performance License

Vendor Total: \$175.74

Line Item Total: \$2,739.45

001.4010.6502 Library Materials		Vendor Account #: DM8578230		Description
Date	Invoice #	Vendor	Amount	
2/24/2025		The Des Moines Register #1150	\$43.00	6/1/2025-6/30/2025 Newspaper Service

Vendor Total: \$43.00

001.4010.6502 Library Materials		Vendor Account #:		Description
Date	Invoice #	Vendor	Amount	
6/4/2025		Iowa Natural Heritage Foundation	\$30.00	One-Year Subscription Iowa Natural Heritage

Vendor Total: \$30.00

001.4010.6502 Library Materials		Vendor Account #:		Description
Date	Invoice #	Vendor	Amount	
6/4/2025		Birds & Blooms	\$16.03	One-Year Subscription

Vendor Total: \$16.03

001.4010.6502 Library Materials		Vendor Account #:		Description
Date	Invoice #	Vendor	Amount	
6/4/2025		Cooking Light	\$15.00	One-Year Subscription

Vendor Total: \$15.00

001.4010.6502 Library Materials		Vendor Account #:		Description
Date	Invoice #	Vendor	Amount	
6/4/2025		GQ	\$8.00	One-Year Subscription

Vendor Total: \$8.00

001.4010.6502 Library Materials		Vendor Account #:		Description	
Date	Invoice #	Vendor	Amount		
6/4/2025		The New Yorker	\$52.00		One-Year Subscription
		Vendor Total:	\$52.00		

001.4010.6502 Library Materials		Vendor Account #:		Description	
Date	Invoice #	Vendor	Amount		
6/4/2025		People	\$80.00		80-Issue subscription
		Vendor Total:	\$80.00		

001.4010.6502 Library Materials		Vendor Account #:		Description	
Date	Invoice #	Vendor	Amount		
6/4/2025		Smithsonian Magazine	\$29.99		One-Year Subscription
		Vendor Total:	\$29.99		

001.4010.6502 Library Materials		Vendor Account #:		Description	
Date	Invoice #	Vendor	Amount		
6/4/2025		Scientific American	\$39.99		One-Year Subscription
		Vendor Total:	\$39.99		

001.4010.6502 Library Materials		Vendor Account #:		Description	
Date	Invoice #	Vendor	Amount		
6/4/2025		Taste of Home	\$10.00		One-Year Subscription
		Vendor Total:	\$10.00		

001.4010.6502 Library Materials		Vendor Account #:		Description	
Date	Invoice #	Vendor	Amount		
6/4/2025		Travel + Leisure	\$10.00		One-Year Subscription

Vendor Total: \$10.00

001.4010.6502 Library Materials		Vendor Account #:		Description	
Date	Invoice #	Vendor	Amount		
6/4/2025		Vogue	\$10.00		One-Year Subscription

Vendor Total: \$10.00

Line Item Total: \$344.01

001.4010.6506 Office Supplies		Vendor Account #:		Description	
Date	Invoice #	Vendor	Amount		
5/5/2025	5017555	Loffler	\$119.97		Toner Contract

Vendor Total: \$119.97

Line Item Total: \$119.97

001.4010.6770 Library Capital		Vendor Account #:		Description	
Date	Invoice #	Vendor	Amount		
5/6/2025	2039059379	Baker & Taylor	\$16.53		Books-Adult
5/6/2025	2039059378	Baker & Taylor	\$34.19		Books-Adult
5/6/2025	2039059377	Baker & Taylor	\$34.85		Books-Adult/Young Adult/Children's
5/6/2025	2039059376	Baker & Taylor	\$62.90		Books-Children's/Adult
5/6/2025	2039059375	Baker & Taylor	\$16.53		Books-Adult
5/6/2025	2039059374	Baker & Taylor	\$11.99		Books-Adult
5/19/2025	2039085390	Baker & Taylor	\$68.39		Books-Adult
5/19/2025	2039085389	Baker & Taylor	\$18.24		Books-Adult

5/19/2025	2039085388	Baker & Taylor	\$10.82	Books-Adult
5/19/2025	2039085387	Baker & Taylor	\$11.40	Books-Adult
5/19/2025	2039085386	Baker & Taylor	\$25.65	Books-Adult
5/19/2025	2039085384	Baker & Taylor	\$15.96	Books-Adult
5/28/2025	2039104220	Baker & Taylor	\$103.74	Books-Adult
5/28/2025	2039104219	Baker & Taylor	\$11.40	Books-Adult
5/28/2025	2039104218	Baker & Taylor	\$17.09	Books-Adult
			\$459.68	

Vendor Total: (Split with Trust Funds-Library Funds)

001.4010.6770 Library Capital		Vendor Account #: 100299671			Description
Date	Invoice #	Vendor	Amount		
5/2/2025	999100381640	Cengage Learning Inc/ Gale	\$30.74		Books-Large Type
5/2/2025	999100381642	Cengage Learning Inc/ Gale	\$27.74		Books-Large Type
5/8/2025	999100401280	Cengage Learning Inc/ Gale	\$27.74		Books-Large Type
5/9/2025	999100404385	Cengage Learning Inc/ Gale	\$63.72		Books-Large Type
5/9/2025	999100404383	Cengage Learning Inc/ Gale	\$53.98		Books-Large Type
5/10/2025	999100407102	Cengage Learning Inc/ Gale	\$115.49		Books-Large Type
5/12/2025	999100413115	Cengage Learning Inc/ Gale	\$28.49		Books-Large Type
5/13/2025	999100418452	Cengage Learning Inc/ Gale	\$118.46		Books-Large Type
5/13/2025	999100418452	Cengage Learning Inc/ Gale	\$87.72		Books-Large Type
5/13/2025	999100418453	Cengage Learning Inc/ Gale	\$116.96		Books-Large Type
5/14/2025	999100423377	Cengage Learning Inc/ Gale	\$56.23		Books-Large Type
5/27/2025	999100481827	Cengage Learning Inc/ Gale	\$62.97		Books-Large Type
5/27/2025	999100476278	Cengage Learning Inc/ Gale	\$55.48		Books-Large Type
5/27/2025	999100481816	Cengage Learning Inc/ Gale	\$54.73		Books-Large Type
			Vendor Total: \$900.45		

001.4010.6770 Library Capital		Vendor Account #:			Description
Date	Invoice #	Vendor	Amount		
5/15/2025	2025-2596501	Farm and Home Publishers	\$75.60		Plat Maps
			Vendor Total: \$75.60		

001.4010.6770 Library Capital		Vendor Account #: J008230		Description
Date	Invoice #	Vendor	Amount	
6/1/2025	718994	Junior Library Guild	\$141.75	Books-Children's/Young Adult
Vendor Total:			\$141.75	

001.4010.6770 Library Capital		Vendor Account #:		Description
Date	Invoice #	Vendor	Amount	
4/10/2025	2194751	Blackstone Publishing	\$164.73	Sound Recordings-Adult
Vendor Total:			\$164.73	

001.4010.6770 Library Capital		Vendor Account #: AJXB8ULK16SU		Description
Date	Invoice #	Vendor	Amount	
5/8/2025	1FW3-NK7W-QJ1X	Amazon Capital Services	\$175.87	Giant Board Games
5/10/2025	1D1V-T117-G1RT	Amazon Capital Services	\$591.87	Console Video Games
5/12/2025	1KFF-T9HR-77MG	Amazon Capital Services	\$12.19	Giant UNO Card Game
5/19/2025	1P9W-J3WM-LYR4	Amazon Capital Services	\$69.00	Console Video Games
5/27/2025	1WPY-MTQG-4KCT	Amazon Capital Services	\$49.86	Books-Adult/Videorecordings
6/2/2025	1CD4-3QQD-7CCJ	Amazon Capital Services	\$70.85	Books-Adult/Videorecordings
6/2/2025	1NMD-Y6V7-4XG4	Amazon Capital Services	\$55.42	Books-Children's
Vendor Total:			\$1,025.06	

Line Item Total: \$2,767.27

Expenses Total: \$3,409.18

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

167.5901.6608 Trust Fund-Library Funds		Vendor Account #: 206185 L510974 2 B000000	
Date	Invoice #	Vendor	Amount
5/6/2025	2039059373	Baker & Taylor	\$7.40
5/19/2025	2039085385	Baker & Taylor	\$66.34
5/28/2025	2039104217	Baker & Taylor	\$27.18
			\$100.92
		ECNCI Literacy Grant Beginning Readers	
		ECNCI Literacy Grant Beginning Readers	
		ECNCI Literacy Grant Beginning Readers	

Vendor Total: \$560.60 (Includes \$459.68 from Library Capital)

Trust Funds Total: \$100.92

Grand Total: \$3,510.10

Emmetsburg Public Library

Petty Cash Fund

for 5/2/2025-5/31/2025

001.4010.6507 Operating Supplies

Date	Employee	Purchasing Amount	Description
5/29/2025	Nathan R. E. Clark	\$11.97	Distilled Water

Line Item Total: \$11.97

001.4010.6599 Other Supplies

Date	Employee	Purchasing Amount	Description
5/16/2025	Kathrine Rogers	\$30.18	Refreshments for Program
5/20/2025	Nathan R. E. Clark	\$4.99	Water for Program
5/21/2025	Lori Morey	\$79.95	Refreshments/Supplies for Program
5/29/2025	Lori Morey	\$28.73	SRP Prizes
5/30/2025	Lori Morey	\$10.61	Refreshments for Program

Line Item Total: \$154.46

Petty Cash Total: \$166.43