



Emmetsburg Public Library Board of Trustees Regular Monthly Meeting

Emmetsburg Public Library

5:00 p.m., Tuesday September 16, 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 5:05 p.m. on Tuesday, September 16, 2025 in Conference Room 14 of the Emmetsburg Public Library. Trustees present were Merrill, Sue Brown, Anne Johnson, Joe Schany, Joe Veltri, Joel Hoyman and Sarah Brugman. Trustees 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. Trustee Johnson seconded the motion, which carried, 7-0.

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

Bill Approval: The expenses for the month of August 2025 were read by Library Director Clark. Trustee Hoyman moved to approve the expenses for the month of August 2025. The motion was seconded by Trustee Veltri 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.

Marketing: The committee met following the last board meeting and discussed some marketing strategies. An idea generated was using the college signs to advertise events. Library Director Clark will reach out to the individual responsible for it.

Library Director's Report: Library Director Clark told the trustees about the Wells Dairy Program held the end of August as the first Early-Out Program of the school year. He said it was a well-attended program, and that the Wells Corporation was very generous in sending enough ice cream treats for everyone for free. They also gave a nice presentation about their international company and state-of-the-art facilities. He said that it had something for everyone.

Clark said that Assistant Director Kat Rogers had generated some good ideas for attracting more people to the library. Clark said that she had established good rapport with the Hope Haven staff and clients, who already visit the library regularly. She has been further setting up programming to offer the groups on an even more regular basis, which the clients seem to really appreciate. Further, Clark said that Rogers had, as an employee of the college, taken responsibility for the Emmetsburg Campus's Laker Life, a faith-based group on the college's campuses. He said that she has high hopes for the group becoming more active and being more involved with activities, including at the library. Moreover, she wants to make the library a space for their activities.

Clark reminded the trustees of an upcoming program featuring famous journalist, professor, and Emmetsburg native, John Dinges. Dinges will be giving a presentation relating to his newly-released book, *Chile in Their Hearts*, which he wrote on his subject of greatest expertise and life experiences.

Clark reminded the trustees Tuesday, 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 a program that had been scheduled for the following Thursday, November 4th at 6:00 p.m. Jillann Gabrielle, a Joni Mitchell tribute concert, was cancelled. Unfortunately, Jillann was unable to put enough other stops together to make a "tour."

Lastly, Clark told the trustees about a program that Assistant Director Rogers had expressed an interest in doing: a musical Halloween-themed program. Clark said Rogers had done a similar program for her church last year, and thought that she could easily adapt it to have in the library.

Unfinished Business: The policy up for review, the *Safe Child Policy*, was given its second reading. No changes were made at the last meeting, and no new changes were suggested. Trustee Veltri moved to approve the second reading of the *Safe Child Policy*. Trustee Brugman seconded the motion, which carried, 7-0.

New Business: The policy up for review, the *Staff Education & Development Policy* was given its first reading. Library Director Clark said the policy defines expectations for staff regarding attending meetings, obtaining training, and professional activities. Clark was asked how often they had staff meetings. Clark responded that they had not been having them very often because of schedules that make it difficult to get all employees present at once. President Merrill suggested having short 10 minute staff meetings. No changes were suggested to the policy. Trustee Hoyman moved to approve the first reading of the *Staff Education & Development Policy* with no changes. Trustee Schany seconded the motion, which carried, 7-0.

For the board education module, the board watched 20 minutes of the *Trustee Dan* series done by the Wyoming State Library, and repackaged for use by Iowa libraries by various Iowa library agencies.

Agenda Items for Next Meeting: Items to be included on next meeting's agenda include: PACGDC Grant, and an update on the use of the college signs and staff meetings.

Upcoming meetings: The next meeting of the Emmetsburg Public Library Board of Trustees was set for Tuesday, October 21, 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 Schany moved to adjourn, which was seconded by Trustee Hoyman. 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

10/21/2025

Date

Kathryn Merrill

Kathryn Merrill, President, Board of Trustees

10/21/2025

Date

Emmetsburg Public Library

Expenditures for the month of September 2025

001.4010.6373	Telecommunications Expense	Vendor Account #: 997555581	Description
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Date	Invoice #	Vendor	Amount	
10/6/2025		T-Mobile	-\$0.54	Credit Memo

Vendor Total: -\$0.54

Line Item Total: -\$0.54

001.4010.6502	Library Materials	Vendor Account #: DM8578230	Description
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Date	Invoice #	Vendor	Amount	
9/24/2024		The Des Moines Register #1150	\$35.48	10/1/25-10/31/25 Service

Vendor Total: \$35.48

001.4010.6502	Library Materials	Vendor Account #:	Description
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Date	Invoice #	Vendor	Amount	
8/31/2025		Graettinger Times	\$31.00	One-year subscription

Vendor Total: \$31.00

001.4010.6502	Library Materials	Vendor Account #: 22655	Description
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Date	Invoice #	Vendor	Amount	
10/6/2025		The Iowan Magazine	\$24.00	One-year subscription

Vendor Total: \$24.00

001.4010.6502 Library Materials

Vendor Account #:

Date Invoice #

Vendor

Amount

Description

9/12/2025

Consumer Reports

\$30.00

One-year subscription

Vendor Total: \$30.00

Line Item Total: \$120.48

001.4010.6504 Minor Equipment

Vendor Account #: AJXB8ULK16SU

Date Invoice #

Vendor

Amount

Description

9/9/2025
9/23/2025

1JJ7-R1HM-L3RT
1K3P-TD1L-4Y41

Amazon Capital Services
Amazon Capital Services

\$6.29
\$28.47
\$34.76

Printer Cable
Paper Cutter Replacement Blades

(Split with Office Supplies, Other Supplies, Library Capital & Vendor Total: Trust Funds)

Line Item Total: \$34.76

001.4010.6506 Office Supplies

Vendor Account #: OS-21253-01-01

Date Invoice #

Vendor

Amount

Description

9/4/2025

5120198

Loflier

\$143.39

Toner Contract

Vendor Total: \$143.39

001.4010.6506 Office Supplies

Vendor Account #: OS-21253-01-01

Date Invoice #

Vendor

Amount

Description

9/16/2025

1J39-C347-4PC3

Amazon Capital Services

\$50.25
\$50.25

Construction Paper

(Split with Minor Equip., Other Supplies, Library Capital & Vendor Total: Trust Funds)

Line Item Total: \$193.64

001.4010.6599 Other Supplies

Vendor Account #: OS-21253-01-01

Date	Invoice #	Vendor	Amount	Description
9/23/2025	1GVD-P6VV-6MG1	Amazon Capital Services	\$31.36	Diamond Painting Kits
			\$31.36	
(Split with Minor Equip., Office Supplies, Library Capital & Vendor Total: Trust Funds)				

Line Item Total:

\$31.36

001.4010.6770 Library Capital

Vendor Account #: 206185 L510974 2 B00000

Date	Invoice #	Vendor	Amount	Description
9/12/2025	2039276302	Baker & Taylor	\$15.39	Books-Adult
9/12/2025	2039276303	Baker & Taylor	\$117.15	Books-Adult
Vendor Total:			\$132.54	

001.4010.6770 Library Capital

Vendor Account #: 151562

Date	Invoice #	Vendor	Amount	Description
8/28/2025	999101020905	Cengage Learning Inc	\$25.50	Books-Large Type
9/10/2025	999101305852	Cengage Learning Inc	\$23.25	Books-Large Type
Vendor Total:			\$48.75	

001.4010.6770 Library Capital

Vendor Account #:

Date	Invoice #	Vendor	Amount	Description
7/1/2025	2179427	Center Point Large Print	\$47.94	Books-Large Type
9/1/2025	2191049	Center Point Large Print	\$47.94	Books-Large Type
9/1/2025	2191519	Center Point Large Print	\$49.14	Books-Large Type
Vendor Total:			\$145.02	

001.4010.6770 Library Capital		Vendor Account #: J008230		Description
Date	Invoice #	Vendor	Amount	
10/1/2025	728646	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	
9/4/2025 P177594		LakeView Books	\$142.94	Books-Children's
Vendor Total:			\$142.94	

001.4010.6770 Library Capital		Vendor Account #:		Description
Date	Invoice #	Vendor	Amount	
9/25/2025		Book Look	\$397.79	Books-Adult
Vendor Total:			\$397.79	

001.4010.6770 Library Capital		Vendor Account #: 103398		Description
Date	Invoice #	Vendor	Amount	
9/15/2025	2210764	Blackstone Publishing	\$35.99	Sound recordings-Adult
9/23/2025	2211985	Blackstone Publishing	\$253.52	Sound recordings-Adult
Vendor Total:			\$289.51	

001.4010.6770 Library Capital

Vendor Account #: AJXB8ULK16SU

Date	Invoice #	Vendor	Amount	Description
9/4/2025	1N77-KXHY-4V4Y	Amazon Capital Services	\$46.42	Books-Adult/Children's
9/8/2025	1946-7WJF-4KGN	Amazon Capital Services	\$18.99	Videorecordings
9/16/2025	13NP-7MYX-4TNY	Amazon Capital Services	\$31.34	Books-Adult
9/17/2025	14FD-9KFK-3NRN	Amazon Capital Services	-\$11.58	Credit Memo
9/20/2025	1LLT-FTM4-M9DT	Amazon Capital Services	\$127.54	Books-Adult
9/21/2025	1TG9-YJXK-TN36	Amazon Capital Services	\$29.84	Books-Adult
9/21/2025	1JK3-7VT-RTYFP	Amazon Capital Services	\$52.93	Books-Adult
9/25/2025	1V9G-CR6C-CKGW	Amazon Capital Services	\$44.83	Books-Children's/Young Adult/Adult
9/28/2025	1Q3C-DL1L-YRVW	Amazon Capital Services	\$17.59	Books-Adult
9/28/2025	14RD-QTTY-XFM6	Amazon Capital Services	\$11.39	Books-Adult
9/30/2025	1FVT-7GGJ-9YKV	Amazon Capital Services	\$21.45	Books-Adult
			\$390.74	

(Split with Minor Equip., Office Supplies, Other Supplies & Vendor Total: Trust Funds)

Line Item Total: \$1,792.07

Expenses Total: \$2,171.77

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

Date	Invoice #	Vendor	Amount	Description
9/16/2025	13TF-RRHR-4RYC	Amazon Capital Services	\$54.27	Storywalk Books

Vendor Total: \$561.38

(Includes \$34.76 from Minor Equip., \$50.25 from Office Supplies, \$31.36 from Other Supplies & \$390.74 from Library Capital)

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

167.5901.6608 Trust Fund-Library Funds		Vendor Account #:		Description
Date	Invoice #	Vendor	Amount	
9/26/2025	905951	Lauren Naig	\$75.00	Caricature Booth-1.5 hrs-9/26/2025
Sep-25	905952	Lauren Naig	\$75.00	Teaching Drawing-1.5 hrs-10/24/2025
Vendor Total:			\$150.00	

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

167.5901.6608 Trust Fund-Library Funds		Vendor Account #:		Description
Date	Invoice #	Vendor	Amount	
Sep-25		Sally Smile Enterprises LLC	\$450.00	Early-Out Program Performer
Vendor Total:			\$450.00	
Trust Funds Total:			\$654.27	
Grand Total:			\$2,826.04	

Emmetsburg Public Library

Petty Cash Fund

Expenditures for Sept. 1-30, 2025

001.4010.6508 Postage & Shipping

Date	Employee	Purchasing Amount	Description
9/24/2025	Nathan R. E. Clark	\$1.90	Postage

Line Item Total:	\$1.90
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001.4010.6599 Other Supplies

Date	Employee	Purchasing Amount	Description
9/5/2025	Kathrine Rogers	\$17.28	Distilled Water
9/9/2025	Lori Morey	\$43.08	Program Refreshments
9/10/2025	Lori Morey	\$7.95	Program Refreshments
			Program
9/16/2025	Lori Morey	\$107.94	Refreshments/Supplies
			Program
9/24/2025	Lori Morey	\$24.95	Refreshments/Supplies

Line Item Total:	\$201.20
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Petty Cash Total:	\$203.10
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