

MINUTES OF REGULAR MEETING OF THE
TOLEDO PUBLIC LIBRARY BOARD OF TRUSTEES
TUESDAY, OCTOBER 17, 2023

A regular meeting of the Board of Trustees was held on Tuesday, October 17, 2023 at the Toledo Public Library. Vice President Becca Chyma called the meeting to order at 5:34 PM. The following Trustees were present: Becca Chyma, Kevin Nelson, Kathy Holtz, and Steve Bearden. Director Sheri McFate was also in attendance. Bearden made a motion to accept the proposed agenda. Chyma seconded. All voted aye.

Public Comments: None

Correspondence: None

September 2023 Meeting Minutes: Motion made by Holtz to accept the minutes, seconded by Chyma. All voted aye.

-Library Reports: Director McFate reported the following:

*Library Display Case: October will be Mike Davis' Spooky Art

*Annual Report finished and submitted

*Tama County Library Association Meeting- Wednesday, October 18, 2023 @ Traer Public Library

*Trick or Treat at the Library on Tuesday, October 31 from 4:30-5PM

*Library Upcoming Programs:

-Cheryl Bruene with ISU will have a program "Words on Wellness" the second Monday of the month beginning November 13th @ 1:00PM

-Fall Soup Luncheon on Tuesday, November 7th from 11:30-1:00PM

-Hometown Holiday Crafts @ the library on Saturday, November 19th from 10AM to 1:00PM. We will be participating in the actual parade this year.

-Holiday Sweets and Crafts on Sunday, December 17th from 1-3PM.

-Noon Year's Eve Party on Sunday, December 31st from 10:30AM-12:30PM for kids.

*2023 Toledo Public Library Annual Survey (Selected items:)

-Items Circulated: Total was 11,881

-Registered Patrons 3626 (+25)

-Patrons Added: 155

-Total Library Visits; 25,439 (+1,860)

-Total Library Kids Programs: 351 (+90)

-Website Visits: 5,608 (+507)

Monthly Reports:

The group reviewed the monthly reports for circulation, volunteers, library programs, meetings, petty cash balances, and deposits shared by McFate.

Warrants & Payroll:

Nelson made a motion, seconded by Chyma to approve the warrants and payroll as presented. All voted aye.

Monthly Gift & Trust: None

Old Business:

Policies:

XXV. Equipment Usage Policy- Motion made by Holtz to approve the Equipment Usage Policy. Seconded by Nelson. All voted aye.

New Business:

Policy: XVII. Confidentiality of Library Records Policy – reviewed and discussed.

Board Education:

*Iowa Library Trustees Handbook (Chapter 5)

*Director Review

A motion was made by Holtz, seconded by Bearden to adjourn the meeting at 6:17 PM. All voted aye. The next meeting will be held on Tuesday, November 21st, 2023 at 5:30 PM.

Respectfully Submitted,

Steve Bearden, Secretary