

MINUTES OF REGULAR MEETING OF THE
TOLEDO PUBLIC LIBRARY BOARD OF TRUSTEES
TUESDAY, NOVEMBER 21, 2023

A regular meeting of the Board of Trustees was held on Tuesday, November 21, 2023 at the Toledo Public Library. President Becca Chyma called the meeting to order at 5:32 PM. The following Trustees were present: Becca Chyma, Kevin Nelson, Sarahi Perez, Kathy Holtz, and Steve Bearden. Director Sheri McFate was also in attendance. Nelson made a motion to accept the proposed agenda. Perez seconded. All voted aye.

Public Comments: None

Correspondence: None

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

-Library Reports: Director McFate reported the following:

*2023 Fall Soup Lunch was Tuesday, November 8th. We served 57 people and had \$491 in donations.

*Tama-Toledo Hometown Holiday Event was on November 18th. The library had a Make and Take Holiday Ornaments from 10AM to 1PM. One hundred-thirty-seven participants attended. We also participated in the parade at 5:30PM.

*Library Holiday Closing: The library will close at 4PM on Wednesday, November 22 and be closed on November 23rd and 24th.

-Upcoming Programs:

-Annual Library Lab Gingerbread Houses: December 11-14th. We will be making around 45 gingerbread houses during the week.

-Holiday Sweets and Crafts: December 17th from 1-3PM. We will have cookie decorating and crafts.

-Noon Year's Eve Party: Sunday, December 31st from 10:30AM to 12:30PM. We will have carnival style games with prizes, party hats, and noisemakers with ball drop at noon followed by a light lunch.

Monthly Reports:

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

Warrants & Payroll:

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

Monthly Gift & Trust: None

Old Business:

Policy: XVII. Confidentiality of Library Records Policy – discussion was held. This is the first reading of the edited policy.

The policy will be approved at the December 19th Meeting.

New Business:

-Policy XXVI. Programming Policy- reviewed with discussion.

-FY '24 Budget Discussion

Board Education:

*Iowa Library Trustees Handbook (Chapters 4 & 10)

*Director Review

A motion was made by Chyma, seconded by Bearden to adjourn the meeting at 6:45 PM. All voted aye. The next meeting will be held on Tuesday, December 19th, 2023 at 5:30 PM.

Respectfully Submitted,

Steve Bearden, Secretary