

**MINUTES OF REGULAR MEETING OF THE
TOLEDO PUBLIC LIBRARY BOARD OF TRUSTEES
TUESDAY, APRIL 23, 2024**

A regular meeting of the Board of Trustees was held on Tuesday, April 23, 2024 at the Toledo Public Library. President Becca Chyma called the meeting to order at 5.40 PM. The following Trustees were present: Becca Chyma, Kevin Nelson, Sarahi Perez and Kathy Holtz. Director Sheri McFate was also in attendance. Holtz made a motion to accept the proposed agenda. Nelson seconded. All voted aye.

Public Comments: None

Correspondence: None

March 2024 Meeting Minutes: Motion made by Nelson to accept the minutes, seconded by Chyma. All voted aye.

Library Reports: Director McFate reported the following:

Iowa Libraries Adventure Pass:

*The library foundation has paid for the TixKeeper software. So far, the Library has received \$975 in sponsored donations for two (2) passes to the Blank Park Zoo, a pass to Des Moines Children's Museum, a pass to Greater Des Moines Botanical Gardens and a pass to the Science Center of Iowa in Des Moines. Deadline is April 25th for all donations.

Library Grants:

*Youth Creation Station: Tama County Community Foundation 2024: Received check for \$4,373 for tables, chairs, storage and supplies. Director McFate will begin purchasing everything in May.

Library Programs:

***Summer Reading Program 2024 (Read, Renew, Repeat):** Adding the final touches to programs. Registration will begin in May, in person and on our website. We will have all the information about the programs added to our website and Facebook.

-Read for the Bead Program (June 1 – July 31, grades K-8th)

-A to Z Challenge Program (June 1 – July 31, grades K-8th)

-Adult Book BINGO Program (June 1 – August 16)

-Scavenger Hunt (June 1 – June 30, grades K-8th)

-Summer Library Lab (June 1 – June 27, grades 1st-8th)

*Monday & Wednesday – PM session @ 1:00 PM

*Tuesday & Thursday – AM session @ 10:30AM & PM session @ 1:00PM

-Story Time with Mary will continue on Wednesdays at 10:30 AM for ages 5 & under.

Other:

***Jenny Hulme from ISU Extension Office: Cooking-** Friday, June 7th from 10 AM to 1 PM

***Library Tech Support** – Library has transitioned from B3 Technology to BDH Tech for technical services. Library staff has new email addresses.

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:

New Business:

New Library Policy Manual – Trustees reviewed a reformatted version of the Toledo Library policy manual.

Board Education:

*Iowa Library Trustees Handbook (Chapter 6)

*Director Review: Tama County Library Association April Meeting. Director McFate discussed county wide Trustee Training.

A motion was made by Perez, seconded by Nelson to adjourn the meeting at 6:05 PM. All voted aye. The next meeting will be held on Tuesday, May 21st, 2024 at 5:30 PM.