

**MINUTES OF REGULAR MEETING OF THE
TOLEDO PUBLIC LIBRARY BOARD OF TRUSTEES
TUESDAY, JANUARY 16, 2024**

A regular meeting of the Board of Trustees was held on Tuesday, January 16, 2024 at the Toledo Public Library. President Becca Chyma called the meeting to order at 4:32 PM. The following Trustees were present: Becca Chyma, Kevin Nelson, Kathy Holtz, and Steve Bearden. Director Sheri McFate was also in attendance. Nelson made a motion to accept the proposed agenda. Holtz seconded. All voted aye.

Public Comments: None

Correspondence: None

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

Library Reports: Director McFate reported the following:

December 2023:

- *Annual Gingerbread Program: During Library Lab, the kids made gingerbread houses. We had 50 this year.
- *2023 Holiday Sweets & Crafts Program: December 17th from 1-3PM. We had 18 people come in and decorate a cookie and make a craft to take home.
- *Library Holiday Closing: Closed December 25th & January 1st

January 2024:

- *"Noon" Year's Eve Party Program: Dec 1st from 11:00AM-12:30PM. We had 84 people attend (61 kids, 23 adults) and 20 volunteers for the program. We passed out hats, noisemakers, and "Champagne" right before the ball drop at noon and served hot dogs, chips, and water for lunch.

2023 Library Grants:

- *AWE Digital Literacy Project: Max & Helen Guernsey (\$7,000), Wesley and Irene Mansfield (\$7,000), and Corteva Agriscience (\$2,500)
- *The cost of the AWE Stations was \$12,944. We have purchased the new Literacy Stations and they are not set up and ready to go.
- *Library Maker Space for Creative Projects: Tama County Community Foundation 2023: We are setting up the final additions of the Maker Space and then we will be operational for this grant.

2024 Library Grants:

- *Youth Creation Station: Tama County Community Foundation 2024: We would like to create a station in the young adult area to provide additional activity opportunities to the kids in our community
- *Tama County Library Association Meeting: Supervisors Meeting on January 31st in Clutier
- *Director Recertification Completed: Recertification good thru 12/31/2027.

Monthly Reports:

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

Warrants & Payroll:

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

Monthly Gift & Trust: None

Old Business:

Policy: XVII. Confidentiality of Library Records Policy: This is the second reading of the edited policy. Holtz made a motion to accept the updated policy, seconded by Nelson. All voted aye.

Policy XXVI. Programming Policy: This is the second reading of the edited policy. Chyma made a motion to accept the updated policy, seconded by Nelson. All voted aye.

New Business:

Annual Evaluation of Library Director: President Becca Chyma read the evaluation to those present.

Evaluation of Staff: Director McFate completed and shared staff evaluations for Brandi Harms and Mary Brandt
Aureon Unified Communications/ Fiber Optics – city discussion is ongoing

Board Education:

- *Iowa Library Trustees Handbook (Chapters 1 & 2)
- *Director Review

A motion was made by Nelson, seconded by Bearden to adjourn the meeting at 5:54 PM. All voted aye. The next meeting will be held on Tuesday, February 20th, 2024 at 5:30 PM.

Respectfully Submitted,

Steve Bearden, Secretary