

MINUTES OF REGULAR MEETING OF THE
TOLEDO PUBLIC LIBRARY BOARD OF TRUSTEES
TUESDAY, NOVEMBER 17, 2020

A regular meeting of the Board of Trustees was held on Tuesday, November 17, 2020 at the Toledo Public Library. President Becca Chyma called the meeting to order at 5:30 PM.

The following Trustees were present: Becca Chyma, Kevin Nelson, Kathy Holtz, Erin Gumm, Steve Bearden and Director McFate.

October 2020 Meeting Minutes:

Motion made by Nelson to accept the minutes, seconded by Chyma. All voted aye.

Correspondence: None

Library Reports:

Director McFate reported the following:

*Closures: closes at 4PM on Nov 25th, and Nov 26th and 27th for Thanksgiving

*Bridges/Overdrive: updated to a new system. Now requires a 5-digit barcode number. All patrons will be getting new library cards with these changes.

*Halloween Scavenger Hunt: Emmet Schirmer was deemed the winner of a gift certificate to Murph's.

*Lighting Upgrade: LED lights to replace lighting in library areas. Estimates were received. Discussion will be held with the Foundation Members.

Monthly Reports:

The group reviewed the monthly reports for circulation, volunteers, library programs, meetings, petty cash balances, and deposits shared by McFate. McFate noted that circulation, new patrons, and programming have rebounded well.

Warrants & Payroll:

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

Monthly Gift & Trust:

**Tumbleweed Press (Tumblebook Renewal) in the amount of \$350.00. Motion made by Bearden. Seconded by Gumm. All voted aye.*

Old Business:

**Review & Discussion regarding Chapters 1-2 of Trustees Handbook*

New Business:

*XXII Social Media Policy – motion made Bearden by to accept the amended social media policy, seconded by Gumm. All voted aye.

*COVID-19 Discussion:

Tama County Libraries: Garwin is closed to the public (director will deliver books), Traer is open regular hours with curbside service, masks required (programming limited), and Tama currently curbside service only.

Area Libraries: Closing library to public, canceling/postponing programming, resuming curbside services.

Toledo Public Library: Require masks when in the library for longer than 15 minutes. Disposable masks will be available. Patrons are limited to 15. Limited library programming to provide safety for patrons. Curbside service will be continued. Returned materials will continue to be cleaned. Library surfaces will continue to be cleaned twice a day. If the city clerk office closes, the library will go to curbside service and gradually reopen by appointment.

A motion was made by Bearden, seconded by Nelson to adjourn the meeting at 6:18 PM. All voted aye. The next meeting will be held on Tuesday, December 15th, 2020 at 5:30 PM.

Respectfully Submitted,
Steve Bearden, Secretary