

**MINUTES OF REGULAR MEETING OF THE  
TOLEDO PUBLIC LIBRARY BOARD OF TRUSTEES  
TUESDAY, NOVEMBER 16, 2021**

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A regular meeting of the Board of Trustees was held on Tuesday, November 16th, 2021 at the Toledo Public Library. Secretary Bearden called the meeting to order at 5:39 PM.

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

**Correspondence:** None

**October 2021 Meeting Minutes:**

Motion made by Bearden to accept the minutes, seconded by Gumm. All voted aye.

**Library Reports:**

Director McFate reported the following:

\*Tama-Toledo Hometown Holiday Event "Country Christmas on the Farm" will be Saturday, November 20<sup>th</sup>. *Make And Take Holiday Ornament* from 10AM-1PM.

\*Outreach Program: Senior Center Programming- Brandi has restarted at the Senior Center in Tama.

\*Holiday Hours: The library will be closing at 4PM on Wednesday, November 24<sup>th</sup> and then again on Nov 25<sup>th</sup> and 26<sup>th</sup> for Thanksgiving.

\*Student Artwork: Ciela Ornelas, a sophomore at STC High School, has graciously let us display her artwork.

\*ARPA Grant (American Rescue Plan Act): The Toledo Library was awarded \$4,000 to update or new technology for the Vision Iowa Room.

\*Tama County Foundation Grant Application can be started at any time.

**Monthly Reports:**

The group reviewed the monthly reports for circulation, volunteers, library programs, meetings, petty cash balances, and deposits shared by McFate. The Trustees reviewed the Revenue and Expense Report (month to date and year to date).

**Warrants & Payroll:**

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

**Monthly Gift & Trust:** *Gumm made a motion to purchase the remaining balance of the lease agreement for the security cameras from B3 Technology in the amount of \$143.85. Seconded by Bearden. All voted aye.*

**Old Business:**

None

**Board Education (3 hours Minimum Per Year):**

\*The Trustees read Chapter 14 of the Iowa Library Trustee's Handbook: *Public Library Standards* prior to tonight's meeting.

\*Director McFate provided a review of FY22 Accreditation Webinar to the Trustees

-Policies Reviewed (every 3 years)

-By-laws Reviewed (every 3 years)

\*ADA Checklist Webinar to be held on Tuesday, November 23<sup>rd</sup>.

**New Business:**

\*The Strategic Plan (2019-2024) on file with the State Library (Scott Dermont) is good until 2024. The Trustees will review the plan and make notes of what has been accomplished and what needs to still be implemented.

A motion was made by Gumm, seconded by Holtz to adjourn the meeting at 6:48 PM. All voted aye. The next meeting will be held on Tuesday, December 21st, 2021 at 5:30 PM.

Respectfully Submitted,  
Steve Bearden, Secretary