

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

A regular meeting of the Board of Trustees was held on Tuesday, February 16, 2021 at the Toledo Public Library. President Becca Chyma called the meeting to order at 5:36 PM.

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

January 2021 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:

*2021 Iowa Library Trustee's Handbook. State Library of Iowa completed work on the revised 2014 edition.

*Updating the library lights to LED is almost finished.

*PIE (Partners in Education) will present the library with a plaque at the next board meeting on Monday, March 1st.

Director McFate will plan to attend the meeting.

*Patron Computers: Received a quote from B3 Technologies about the purchase of new patron computers. We only need five patron computers making the quote of \$5,600.02.

*Completed annual library maintenance checklist.

*Installed two hand sanitizer stations (inside library entrance and at the circulation desk).

*City of Toledo Personnel Handbook Update- final draft will be presented at city council meeting on February 22.

*Covid Update: the library's requirements for masks will remain in effect.

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 Gumm to approve the warrants and payroll as presented. All voted aye.

Monthly Gift & Trust: None

Old Business: None

New Business:

1. Personnel Policy (VII)

*Job Descriptions of A) Library Director, B) Assistant Director, C) Library Assistant, and D) Custodian

*Personal Time- will reflect the City of Toledo's Personnel Handbook Policy

*City of Toledo Funeral, Jury, and Military Leave- will reflect the City of Toledo's Personnel Handbook

The Trustees will review and approve the amendments

2. Updating of Library Lights to LED Project- The total for the LED Light Upgrade was \$3,072.50.

Motion made by Nelson, seconded by Gumm to pay for the LED Light Upgrade from the Improvements line in the budget.

All voted aye.

A motion was made by Bearden, seconded by Nelson to adjourn the meeting at 6:25 PM. All voted aye. The next meeting will be held on Tuesday, March 16th, 2021 at 5:30 PM.

Respectfully Submitted,
Steve Bearden, Secretary