

MINUTES OF REGULAR MEETING OF THE  
TOLEDO PUBLIC LIBRARY BOARD OF TRUSTEES  
TUESDAY, JULY 21, 2020

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A regular meeting of the Board of Trustees was held on Tuesday, July 21, 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, Erin Gumm, Kathy Holtz, Kevin Nelson, & Director Sheri McFate.

*June 2020 Meeting Minutes:*

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

*Correspondence:* None

*Library Reports:*

McFate reported the following:

\*5 ICU Carrels arrived on Monday, July 20, 2020 and have been set up. To help maintain social distancing, the computer stations have been arranged to accommodate the 6' requirement. All 5 computers are now available to the public. 2 of the 5 single desks were repurposed for the AWE computers in the Young Adult area, the remaining 3 were taken to the basement. We will try to sell the large 3-person computer table or donate to the Wieting Theater's garage sale in September, with the proceeds going to the theater.

\*Enrich Iowa and Open Access reports have been completed.

\*Tama County Library Association meeting was held in Clutier on Wednesday, July 15, 2020. Briefly discussed how other libraries in Tama County are doing during COVID-19.

\*Toledo City Council denied the request to put our unspent budget into a Gift & Trust Money Market account for future needs. They stated "If they did this for the library, then they would have to do it for everyone, ex. Fire department, Police, etc."

\*Tama County Community Foundation Grant 2020. We purchased 172 new titles in Spanish in both fiction and non-fiction for adults, young adults, juvenile and young children. These will replace the 73 titles from our current collection. Will contact Laura Galvez when everything is received and processed to help get the word out to our Spanish communities.

\*Summer Programs:

- Make-It-Mondays (10:30 AM & 1 PM). We have had 49 kids attend so far.
- Weird Science Wednesday (10:30 MA & 1 PM). We have had 31 kids attend so far.
- On Fridays we have Story Time with Mary @ 10:30 AM and Flashback Movie Friday @ 1 PM.
- "Read for the Bead" reading program has 16 kids participating. So far they have read a combined total of 45,620 minutes with our top reader at 15,600 minutes.
- "A-Z Challenge" has 18 kids participating with 11 having already complete their challenges.
- "Book BINGO" adult reading program has 10 participating. 1 have completed their BINGO sheets.

\*Brandi is working on the programming calendar for the upcoming school year.

*Monthly Reports:*

The group reviewed the monthly reports for circulation, 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:*

None

*New Business:*

\*Motion was made by Holtz to approve vacation time for Director McFate July 27-31. Seconded by Gumm. All voted aye.

\*Discussion:

- Policy VI – Equal Opportunity (page 11 in the handbook).
- Policy IX – Interlibrary Loan (page 25 in the handbook). Motion made by Gumm to update the Interlibrary Loan Policy. Seconded by Nelson. All voted aye.

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

Respectfully Submitted,  
Steve Bearden, Secretary