

MINUTES OF REGULAR MEETING OF THE  
TOLEDO PUBLIC LIBRARY BOARD OF TRUSTEES  
TUESDAY, JUNE 16, 2020

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A regular meeting of the Board of Trustees was held on Tuesday, June 16, 2020 at the Toledo Public Library. President Becca Chyma called the meeting to order at 5:31PM.

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

*May 2020 Meeting Minutes:*

Motion made by Nelson to accept the minutes with minor corrections, seconded by Holtz. All voted aye.

*Correspondence:* None

*Library Reports:*

McFate reported the following:

\*Phased reopening of the library is going really well. There are signs posted throughout the library on social distancing, using hand sanitizer, etc. We have put totes at the end of the random shelving, and asked patrons to not reshelv materials.

\*Library programming will start again in July. With social distancing, we will limit the occupancy to 8-10 and have 2-4 programs on scheduled days.

\*Contacted Laura Galvez about the TCCF Grant. She is going to recommend some authors and titles of interest to Hispanic Patrons.

\*Jenny Hulme, Tama County 4H, dropped off some activity bags. We have been giving those out to some of the families. These will be replenished periodically.

\*We purchased 95 children's books with the remaining Enrich Iowa Funds.

\*Iowa Premium Beef made the decision to divide their donation between the Toledo Police and EMS Departments. The library will not receive the request submitted in May.

*Monthly Reports:*

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

*Warrants & Payroll:*

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

*Monthly Gift & Trust:*

*Motion made by Chyma, seconded by Gumm to purchase children's books in the amounts of \$552.37 from Ingram and \$184.18 from Baker & Taylor. All voted aye.*

*Old Business:*

*\*Continued COVID-19 Discussion:*

*Phrase 3: The library will reopen for regular services and hours on July 6<sup>th</sup> while continuing to observe social distances. The curbside program will continue as an "outreach" program. Conference Rooms will reopen on July 6<sup>th</sup>. A few considerations: restrooms, children's area, etc. Masks will continue to be encouraged.*

*New Business:*

\*Holtz made a motion to purchase 5 ICU Testing Carrels for the computers at an approximate cost of \$3,750, The funds would be utilized from the following line items in the current budget: Technology and Improvements. Seconded by Chyma. All voted aye.

\*Holtz made a motion to purchase Reading Incentives for the Adult and Youth Summer Reading Programs from the Operational Expenses Account (2 \$25 gift cards, 1 \$50 gift card, and 100 \$10 gift certificates). Seconded by Chyma. All voted aye.

\*The library will receive a "Protect and Disinfect Kit" from the State Library as a result of the Cares Act Fund.

\*Motion was made by Chyma to approve vacation time for Director McFate June 22-26. Seconded by Holtz. All voted aye.

\*Holtz made a motion to request that the Toledo City Council put the unspent budget into a Toledo Library Gift and Trust Fund for Future Needs. Seconded by Nelson. All voted aye.

A motion was made by Nelson, seconded by Bearden to adjourn the meeting at 6:44 PM. All voted aye. The next meeting will be held on Tuesday, July 21, 2020 at 5:30 PM.

Respectfully Submitted,  
Steve Bearden, Secretary