

MINUTES OF REGULAR MEETING OF THE  
TOLEDO PUBLIC LIBRARY BOARD OF TRUSTEES  
TUESDAY, OCTOBER 20, 2020

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A regular meeting of the Board of Trustees was held on Tuesday, October 20, 2020 at the Toledo Public Library. President Becca Chyma called the meeting to order at 5:35 PM.

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

*September 2020 Meeting Minutes:*

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

*Correspondence:* None

*Library Reports:*

Director McFate reported the following:

- Annual State Survey Report is finished and filed.
- Art Lab, Monday – Thursdays @ 2:30 pm Had a slow start, but has since picked up. Each program is averaging 8-10 kids.
- Story Time on Wednesdays @ 10:30 am is going really well, with a few new faces in attendance.
- Halloween Library Scavenger Hunt for ages 3-13 began Monday, October 19<sup>th</sup> and will end on October 30<sup>th</sup>. Everyone who participates picks up a checklist. Once checklist is completed they receive a goody bag and their name is put in for the grand prize drawing on October 30<sup>th</sup>.
- Adult Programming. We had a few sign up but had to cancel due to a conflict. The library will continue to pursue this.
- Annual book sale will continue to run until October 31<sup>st</sup>.
- Library Lighting Upgrades. Director McFate discussed with Kendall Jordan about upgrading the remaining lights in the library to LED.
- Received Enrich Iowa \$1,661.71. Funds need to be spent by June 30, 2021.

*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:*

\*Custodian:

Discussion was held that the library will hire for the custodian position. Director McFate will continue to pursue this.

*New Business:*

\*Iowa Library Trustees Handbook:

Reviews Chapters 1 and 2 of the Trustees handbook. Discuss at the next board meeting.

A motion was made by Nelson, seconded by Holtz to adjourn the meeting at 6:05PM. All voted aye. The next meeting will be held on Tuesday, November 17th, 2020 at 5:30 PM.

Respectfully Submitted,  
Steve Bearden, Secretary