

MINUTES OF REGULAR MEETING OF THE
TOLEDO PUBLIC LIBRARY BOARD OF TRUSTEES
TUESDAY, May 19, 2020

A regular meeting of the Board of Trustees was held on Tuesday, May 19, 2020 at the Toledo Public Library. President Becca Chyma called the meeting to order at 5:41 PM.

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

March 2020 Meeting Minutes:

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

Correspondence: None

Library Reports:

McFate reported the following:

*Iowa Premium Beef- a representative attended the special city council meeting on May 13th. He shared the desire to give back to the community (safety items such as wipes, hand sanitizers, disinfectant soaps, etc.) Another possible idea was gift cards for the summer reading program. McFate requested 5 ICU Testing Carrels for the computers at an approximate cost of \$3,750. She also requested two \$25 gift cards for children participating in the summer reading program and one \$50 gift card for an adult participant as Grand Prizes and 100 \$10 gift certificates from area businesses. McFate submitted her request and will wait for the reply.

*2020 Summer Reading Opportunities:

- Summer Reading Program For Kids: "Read For the Bead"
- Additional Summer Reading Program For Kids: "A-Z Challenge"
- Adult Summer Reading Program: "Book Bingo"

*Cleaning of the Library: closets cleaned, labeled, and organized.

*"Curbside Pickup Program" is on-going.

*Book Circulation after March 18 was 284, April was 508.

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 Bearden, seconded by Nelson to approve the warrants and payroll as presented. All voted aye.

Monthly Gift & Trust:

Motion made by Chyma, seconded by Gumm to pay the movie license fee for \$427 to Swank Movie Licensing. All voted aye.

Old Business:

Motion was made by Nelson, seconded by Gumm to approve Policies I, II, III, IV, and V. All voted aye.

New Business:

*COVID-19 Discussion: Library Re-Opening

- State Library says it is up to the discretion of local libraries when to re-open.
- Governor's Proclamation states that libraries *MAY* re-open, but isn't *REQUIRED*.
- City of Toledo Clerk's Office will remain closed to the public as of now.
- Discussion held on possible options to re-open.

*The consensus was to re-open the library in phases beginning May 26th. Library will begin to open to the public by appointment (30 minutes) only for book checkout from 10-5 Monday-Friday.

*Trustees received updated copies of Library Policies and Procedures

A motion was made by Nelson, seconded by Bearden to adjourn the meeting at 7:03 PM. All voted aye. The next meeting will be held on Tuesday, June 16, 2020 at 5:30 PM.

Respectfully Submitted,
Steve Bearden, Secretary