

MINUTES OF REGULAR MEETING OF THE
TOLEDO PUBLIC LIBRARY BOARD OF TRUSTEES
TUESDAY, DECEMBER 15, 2020

A regular meeting of the Board of Trustees was held on Tuesday, December 15, 2020 at the Toledo Public Library. President Becca Chyma called the meeting to order at 5:33 PM.

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

November 2020 Meeting Minutes:

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

Correspondence: Correspondence was received from Sue Schafer, the Schlabaugh Family, and John Speer.

Library Reports:

Director McFate reported the following:

*Closures: The library is closing at 4PM on Dec 23rd and Dec 31st; will be closed on Dec 24th, 25th, and January 1st.

*Gingerbread House Program: annual program will be December 14-17th @ 2:30PM.

*Library Director McFate has completed hours to recertify.

*Tama County Community Foundation Grant: Director and Assistant Director would like to offer more STEM Programming. This will be the focus of the grant application. Bearden recommended Steve Spangler Materials; Chyma recommended Lisa Chizek as a resource for STEM Activities.

Monthly Reports:

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

Warrants & Payroll:

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

Monthly Gift & Trust: None

Old Business:

*Custodian: Pat Campbell will serve in this capacity at a rate of \$55/week.

*XXII. Social Media Policy – copies provided of updated policies from November 2020.

New Business:

*Partners In Education: Bearden provided information to Director McFate regarding the Partners In Education (PIE) Program at the South Tama County School District. McFate will contact Vanessa Rivera at the STC Elementary for further information.

*2021 Budget Discussion

*Assistant Director Brandi Harms' Salary: Gumm made a motion to approve a 3% increase in salary beginning January 1st to recognize the one-year anniversary. Seconded by Gumm. All voted aye.

*Staff Evaluations: Trustees will prepare an evaluation for Director McFate. Director McFate will prepare evaluations for library employees.

A motion was made by Holtz, seconded by Chyma to adjourn the meeting at 6:18 PM. All voted aye. The next meeting will be held on Tuesday, January 19th, 2021 at 5:30 PM.

Respectfully Submitted,
Steve Bearden, Secretary