

MINUTES OF REGULAR MEETING OF THE
TOLEDO PUBLIC LIBRARY BOARD OF TRUSTEES
TUESDAY, OCTOBER 18, 2022

A regular meeting of the Board of Trustees was held on Tuesday, October 18, 2022 at the Toledo Public Library. President Becca Chyma called the meeting to order at 5:38 PM. The following Trustees were present: Becca Chyma, Steve Bearden, Kevin Nelson, Erin Gumm, and Director McFate. Nelson made a motion to accept the proposed agenda. Chyma seconded. All voted aye.

September 2022 Meeting Minutes: Motion made by Chyma to accept the minutes, seconded by Bearden. All voted aye.

Public Comments: None

Correspondence: None

-Library Reports: Director McFate reported the following:

*Library Display Case" October will be Mike Davis' Spooky Art

*Homecoming Parade: Participated in the October 6th parade- one adult and eleven kids walked in the parade with the library.

*Tama County Library Association Meeting is on October 19th at the Clutier Public Library

*Library Scavenger Hunt and "Trick and Treat" Tree will be October 24-31st.

*Trick or Treat at the library on Monday, October 31st from 4:30-5:00PM.

*Library Upcoming Programs:

-Trick or Treat Trail @ Tama Civic Center on Saturday, October 22nd from 5:00-7:00PM

-Spooky Plants Program on Wednesday, October 26th from 6:30-8PM. Collaboration with Cheryl Bruene from the ISU Extension Office. Small webinar, craft, and snack.

-Election Soup Luncheon on Tuesday, November 8th from 11:30-1:00PM

-Hometown Holiday Crafts @ the library: Saturday, November 19th from 9AM-12PM.

*Director McFate has begun the library inventory.

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: None

Old Business:

*Approve Policy:

-XXIV. *Suspension of Privileges for Health and Safety Reasons*

Motion was made by Gumm to approve the Suspension of Privileges for Health and Safety Reasons update. Seconded by Chyma. All voted aye.

New Business:

*Review Policies:

-X. *Fines and Charges Borrowing Procedures and Fees*

-XI. *Petty Cash*

-XIII. *Library Budget*

Edits were reviewed and will be presented for approval at the November 15th, 2022 Meeting.

Board Education:

*Iowa Library Trustee's Handbook (Chapter 5) -Discussion held.

*Director Review:

-City Safety Meeting

-Reviewed a City Incident Report

-Bloodborne Pathogen Policies

A motion was made by Nelson, seconded by Gumm to adjourn the meeting at 6:30 PM. All voted aye. The next meeting will be held on Tuesday, November 15th, 2022 at 5:30 PM.

Respectfully Submitted,
Steve Bearden, Secretary