

MINUTES OF REGULAR MEETING OF THE
TOLEDO PUBLIC LIBRARY BOARD OF TRUSTEES
TUESDAY, MARCH 16, 2021

A regular meeting of the Board of Trustees was held on Tuesday, March 16, 2021 at the Toledo Public Library. President Becca Chyma called the meeting to order at 5:37 PM.

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

February 2021 Meeting Minutes:

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

Correspondence: None.

Library Reports:

Director McFate reported the following:

*PIE (Partners in Education) presented the library with a plaque at the board meeting on Monday, March 1st. Director McFate attended the meeting. March 26th PIE (Partners in Education) will be providing a breakfast for its members with a short virtual presentation to follow.

*Patron Computers were install on Tuesday, March 16, 2021. Director McFate spoke to B3 about camera installations and locations. B3 would install three cameras, one front entrance, one facing the street and one on the back door. Suggested having the city people run the cable, would save us some money. Director McFate will speak to Kendall Jordan about this possibility.

*Tama County Community Foundation Grant 2021. Library received \$1000 for the "STEAM in the Library" grant.

*National Library Week April 4-10, 2021.

- The library will have a book contest. Artists of all ages will create an original bookmark telling their own story about the library.
- "We Want to Know" questionnaire on how we can improve patron's library experience.
- Guessing Jar – How many patrons are registered for a library card.
- Pajama Day on Wednesday. Wear comfortable library appropriate pajamas and browse the library.
- Popcorn Friday. Bags of popcorn while browsing the library.
- Everyone who checks out will receive a book bag and bookmark.

*City of Toledo Personnel Handbook Update- final draft approved at city council meeting on February 22. Full time library staff will have three personal days now instead of one.

*Janet Kvidera memorial has arrived and hung up in the Reference section. Director McFate will contact Allyson at the News Chronicle about running a story.

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 Chyma to approve the warrants and payroll as presented. All voted aye.

Monthly Gift & Trust: None

Old Business:

Motion was made by Holtz, seconded by Chyma to approve Policy VII. All voted aye.

New Business:

1. Library Strategic Plan. Director McFate will look into the library's strategic plan to make sure we are meeting the library requirements for accreditation.
2. Chapter 6 Trustee Handbook: Writing policies. Director McFate will work on a pandemic policy for the library.

A motion was made by Nelson, seconded by Holtz to adjourn the meeting at 6:36 PM. All voted aye. The next meeting will be held on Tuesday, April 20th, 2021 at 5:30 PM.

Respectfully Submitted,
Steve Bearden, Secretary